

DEPARTMENT OF PUBLIC INSTRUCTION

COMPONENTS OF A PROFESSIONAL DEVELOPMENT PLAN

All school districts that receive federal Title program funds must develop a comprehensive written professional development plan. The plan is not limited to, but should minimally include, the following components:

- **Overview** – The plan addresses all programs for continuous professional development to improve teaching and learning based on current research and best practices.
 - The plan is aligned with the school district's overall mission.
 - It is developed with input from staff, students, parents, and community.
 - It supports school improvement endeavors to meet challenging state or local standards.
 - It addresses equity issues and the needs of all learners, including those with special needs.
 - It encourages all personnel to participate in professional development activities.
- **Needs Assessment** – A data-driven needs assessment was used to develop the professional development plan with involvement of all staff and that enhances student learning.
- **Goals** – The plan addresses specific goals for professional growth that correlates to the needs assessment.
- **Activities** – The plan includes specific activities that are directly aligned to the identified goals.
- **Performance Indicators** – The district has established performance indicators that measure an increase in student achievement and performance levels and that contain the required elements of a measurable performance indicator.
- **Evaluation** – The plan includes a process to evaluate the professional development plan and the results achieved by students.

Each individual school district must develop its own written professional development plan. Consortia may or may not choose to develop a consortium professional development plan.