



Leadership Capacity Toolkit

Professional Learning Graphic Organizer

Who Would Use This Tool?

Planners of Professional Learning/Staff Development for the school

Overview of Tool

This is a representative model of how Professional Learning is embedded in our school culture. Professional Learning happens during grade level meetings, grade managers' meetings, large group conversations, small group conversations, etc. e of at least the terms we use for when certain groups meet during the month/year.

How Should a Leader Use This Tool?

There are certain times that we want to make sure staff members know where to be and what to plan to discuss, so we developed this graphic organizer so they would know how to structure their time. We print this at the beginning of every year so that the terms we use for different "groups" will have more relevance and will become more familiar to them. We tend to use many acronyms in education, so this was an attempt to help make sense.

Instructional Leadership Planning

[Your School Name] School

2013-2014

Curriculum and Instructional Leaders (CIL)

Collaborative Planning

Grade Level Planning

Instructional Planning and Vertical Team Planning

- **Every month**
Wednesdays @ 2:30 PM, or as needed
- Discuss school-wide concerns
- Agenda developed by LSTC, who will solicit items from all staff members
- A book study may be conducted based on the needs of the group
- CIL representatives will assist in the following ways: gathering input, disseminating information, providing opinions, serving as group leaders
- Instructional Leaders will attend to give information from Coaches Meetings

- **Every Monday**
- Meet in Professional Learning Room
- Staff Development and Professional Learning
- Administrators and Teachers collaborate regarding data, instruction, and assessment
- Topics guided by Local School Plan for Improvement, as well as needs of teachers/staff
- Instructional Coaches will be able to offer suggestions and support
- Review Instructional Calendars and Common Assessments

- **Every Wednesday**
- Meet in Professional Learning Room or in CIL classroom
- eCLASS information and Instructional Planning for the coming weeks.
- Continued Staff Development
- Agenda developed by CIL representative
- Grade level business and student concerns, as needed
- CIL report out to grade level
- Minutes should be recorded on Communities Tool

- **Every month (Tuesday)**
- Each Vertical Team will have a primary function/secondary functions to meet the needs of the school in a variety of ways. The goals of the Teams will vary depending on Assessments (Interim, Common, Summative, etc.), Survey results, and/or School-wide needs
- Discussion of Professional Learning topics/ follow-up
- Resource (FOCUS, ELL, Spec. Ed., Spec. Areas, etc.) teachers will be included.
- Notes should be recorded on the Communities Tool.

Weekly Planning Sessions 2013-2014

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Collaborative Planning	After School Mtgs.	Instructional Planning	SST/Individual	Friday Folders
Prof. Dev.	Faculty	Grade Level	Planning	
Data Review	Vertical Team			
	Mentor/Mentee			