

Teacher Professional Development Planning Checklist

1. Need for the professional development

- Careful analysis of student data and identification of student learning needs
- Clear statement of what teachers need to know and be able to do to address the student learning needs
- Description of teacher knowledge and skills necessary to address student learning needs is explicitly grounded in research and/or evidence from successful practice

2. Participants

- Description of who will participate in the professional development

3. Professional learning outcomes and related indicators which address the need for the activity

- One or more outcomes defined in terms of participants' mastery of new professional knowledge and skills
- Each outcome explicitly addresses the need for the activity and is accompanied by at least one indicator that is measurable and observable.
- Expectations for when each of the outcomes (and related indicators) will be achieved
- Clear indication of which school, district, or state goals, objectives, and priorities are addressed by each of the outcomes

4. Learning activities, follow-up, role of principals and other school leaders, and relationship to other professional development

- Description of the professional learning activities and follow up that will ensure that participants achieve the intended outcomes on the projected timeline
- Description of strategies to ensure full participation in all of the professional learning activities
- Clear expectations for how principals and other school leaders support teacher participation
- Description of the links between the professional development and other professional development

5. Evaluation Plan

- Explanation of how each evaluation question will be addressed and how the evaluation will focus on each of the intended outcomes and related indicators
- Timeline and assignment for conducting the evaluation and reporting the results

6. Budget

- Budget is complete
- Resources are sufficient to ensure that the professional learning activities, related follow-up, and evaluation will take place as planned