

2000 PROFESSIONAL DEVELOPMENT SYSTEMS

REVIEW QUESTIONS

Note: As you review your professional development system for 2000-2001 approval, please use the following questions to assist in determining compliance and identifying areas for possible improvement in your system.

Statutory Requirements for District Professional Development Systems

1. Design a Professional Development System that is aligned and linked with student and personnel needs, based on data sources: school improvement plan; annual performance appraisal data for teachers/administrators; annual school reports; assessments of parental satisfaction; school discipline data; and student achievement data.

Does the system describe how school improvement goals are used in determining professional development activities?

Does the system describe how data from teachers' and administrators' performance appraisals are used in determining professional development activities?

Does the system describe how data from annual school reports are used in determining professional development activities?

Does the system describe how student achievement data from both formal and informal sources (such as portfolios, rubrics, daily assessment measures) are used in determining professional development activities?

Does the system describe how parental satisfaction information (surveys, suggestions, etc.) is used in determining professional development activities?

Does the system describe how school discipline data are used in determining professional development activities?

- 2. Inservice activities included in the system shall primarily focus on:**
- **Sunshine State Standards, subject content, teaching methods**
 - **Technology**
 - **Assessment and data analysis**
 - **Classroom management**
 - **School safety**

Does the system ensure that the primary inputs (time, expenditures, participation) into the inservice activities are in the five areas listed?

What means were used to determine professional development activities to be offered within the focus areas?

Are training follow-up and support activities in place for professional development activities?

3. Districts must require school principals to establish and maintain individual professional development plans for each instructional employee.

Does the system ensure that all principals have the necessary information and skills to implement this requirement for all instructional personnel under their supervision?

Does the system outline timelines and procedures to assist principals in implementing this requirement?

Does the system report the method of documenting professional development plans (PDPs) at the school level?

4. Individual professional development plans for instructional personnel must:

- **Be related to specific student performance data for the students to whom the teacher is assigned;**
- **Define the inservice objectives and specific measurable improvements expected in student performance as a result of the inservice activity; and**
- **Include an evaluation component that determines the effectiveness of the professional development plan.**

Does the system material include an example of the PDP template used by teachers?

Does the PDP identify student needs?

Does the PDP include inservice objectives that are linked to the identified student needs?

Does the PDP include anticipated student performance targets expected as a result of the inservice activity?

Does the PDP include a determination of whether the plan objectives were met?

5. The professional development system must include inservice activities for school administrative personnel that address updated skills for effective school management and instructional leadership.

Does the system describe the availability of inservice activities for administrative personnel to ensure adequate opportunity for updating skills?

Does the system describe the alignment of administrative training opportunities with administrator performance appraisal information, school improvement goals and other relevant sources of data?

6. The system includes written verification that the district's Master Inservice Plan (MIP) meets all requirements.

Has the MIP been reviewed and updated for the current year?

Has the school board approved the MIP?

The local school board may approve the MIP for 5 years; however, an annual review of the plan is required. In this case, the verification letter must include five-year approval dates and also dates of approval of any changes in the plan for the current year. If no changes were made to the MIP for the current year, simply state the five-year approval dates and that no changes were made to the plan based on the *required annual review*.

If the district is not on the 5-year MIP approval cycle, the verification letter must indicate the current year dates of MIP board approval; for example, for the 2000-01 school year.

Professional Development System submitted includes:

1. Amount of money spent in each inservice area:

- Sunshine State Standards, subject content, teaching methods
- Technology
- Assessment and data analysis
- Classroom management
- School safety

Does the system report an estimate of the state training dollars spent in *each* of the five areas?

Does the system report the categories of expenses that are covered with state training dollars? For example, such categories might include: personnel expenses, printing, stipends, equipment, substitutes, etc.

Does the system report other sources of training dollars and specify approximate amounts? For example, other sources might include: Eisenhower funds, Goals 2000 funds, Title I funds, etc.

2. Methods for determining training needs

Does the system report the district procedures in place to ensure that training needs are identified and met in an efficient manner?

Are student achievement data; school improvement plans; performance appraisal data of teachers and administrators; annual school reports; parental satisfaction information; and school discipline data used to determine training needs?

3. Targeted audiences identified

Does the system report the district procedures in place to ensure that target audiences are identified and that training needs are met?

4. Evaluation components related to student learning gains

Does the system report the district/school procedures in place to ensure review of PDP evaluation results to assist in eliminating ineffective programs and identifying effective ones?