



School	Work Location #	Principal
	PLST Team Members:	
Name	Employee #	Did this PLST member attend the 2- day PLST training?

The Professional Learning Support Team (PLST) should support the development and implementation of a high quality school-site professional development plan that:

- Promotes a school culture of professional growth and collective responsibility for student learning
- Enhances educators' professional growth and effectiveness
- Positively impacts student achievement

Please complete this form to document the specified PLST activities:

- 1) **Conduct a comprehensive needs assessment** to determine professional development priorities and goals.
 - Check below all the data sources that were used to determine PD needs of the school staff:
 - _____Needs Assessment Staff Survey
 - ____School Improvement Plan Goals
 - _____Student Performance Data
 - _____Staff IPEGS Performance Evaluation Results from 2012-2013
 - _____Individual Professional Development Plans (IPDP) of staff
 - ____Current District priorities
 - ____Other, please specify:_____
 - List the top four identified professional development needs in descending order:
 - 1.
 - 2.
 - 3.
 - 4.

2) **Develop** a professional development plan to address the needs identified above. **Complete the chart below to describe the planned professional development activities** that will take place to meet each of the stated needs.

Describe the Professional Development Activity (i.e. PLC, Lesson Study, workshop, etc.)	Which PD need (list # from above) does this activity address?	Scheduled Date(s)

- 3) **Describe** the **principal's level of participation** in the development of this plan:
- 4) **Describe** the **principal's level of support** for the professional development plan: _____Limited support _____Fully supportive: participating in implementation, providing necessary resources, etc.

Optional comments/explanation:

5) Facilitate and support collegial models of professional learning at your school-site. Briefly describe below the plans for implementing PLCs at your site.

6) Monitor the fidelity of implementation of PLCs. Explain how the PLST will ensure that all groups that are classified as PLCs are, in fact, functioning as true PLCs.

7) Monitor the fidelity of implementation of the professional development plan. How will the PLST ensure that the professional development activities are implemented as planned?

- 8) **Evaluate the success/impact** of professional learning activities. **Describe** how the PLST and school administration will determine:
 - a. Whether classroom practice changes as a result of participation in the planned professional learning activities:

b. Whether student learning is impacted as a result of teachers' participation in the planned professional learning activities:

Submit this completed form to the Office of Professional Development and Evaluation. Please fax or email the completed form to the attention of the individual specified below based on the PLST Training Session your team attended.

Session	Dates of Session	Submit document to	Email:
		attn. of:	
Session 1	October 3-4, 2013	Wandarece Ruan	wandarece@dadeschools.net
Session 2	October 7-8, 2013	Janis Fackler	JFackler@dadeschools.net
Session 3	October 9-10, 2013	Milagros Gonzalez	mgonzalez5@dadeschools.net
Session 4	October 11, 14, 2013	Charles Caldwell	cartwheel@dadeschools.net
Session 5	October 15-16, 2013	Cindy Caldwell	cincaldwell@dadeschools.net
Session 6	October 17-18, 2013	Alexa Martillo	amartillo@dadeschools.net
Session 7	October 21-22, 2013	Sergio Nieves	sergionieves@dadeschools.net
Session 8	October 28-29, 2013	Alex Lopes	alexlopes@dadeschools.net
Session 9	November 15 &18, 2013	Carmen Concepcion	carmenconcepcion@dadeschools.net