# Appendix H: Professional Development Plan

Instructions

ALL applicants are required to complete this plan as part of Part II, Section E. Staffing and Professional Development of the CCSP grant application. Fill in each box and section below, replacing the text in brackets below each heading with the requested information. Use of bullet points is encouraged. Remember that the longer the plan, the less likely your ability to use it effectively.

|  |  |
| --- | --- |
| **School Name:** |  |
| **School PD Contact:**  (Name, Phone and Email) |  |
| **Effective Dates of Plan:** |  |

Vision

[Provide a short statement to be used to guide the planning and purchases of the professional development program for the board, administrators, staff, and teachers. Be sure this statement relates to the overall vision of the school.]

Goals/Objectives

[Provide a brief overview of the goals and objectives that the school hopes to achieve through the professional development program during the life of the grant. Use the table below to individually list each goal and objective. Goals should focus on developing a broad foundation for all professionals to build on, relate to the overall vision of the school and focus on building the capacity to improve student achievement through objectives that are rigorous, results-based, data-driven, and measurable/ quantifiable.]

Model

[Identify the model(s) of training that will be used to best reach the above goals and objectives. Will activities be individualized or in groups? Are activities based on research or best practice? Is there a model that has been used in a population similar to yours?]

Action Plan

[Provide a brief overview of activities that are a part of the professional development program. Use the table below to list any training activities you have planned, including internal and external events, seminars, conferences, research experiences, mentoring and coaching, partnerships, etc., matching each action/activity to its relevant goal/objective. Include dates, costs, staff involved, and source/provider, and explain how each activity works toward the goals and objectives identified. Each activity should focus on providing professionals an opportunity to learn, practice, and reinforce new behaviors and/or knowledge.]

Outcomes/Evaluation

[Indicate in general terms how the success of the above activities will be measured. Use the table below to list how each goal and activity will be evaluated. Measures should be both quantitative and qualitative, and should look at changes in behavior, attitude, and knowledge of staff/faculty, but also impact on student performance goals and objectives.]

|  |  |  |
| --- | --- | --- |
| **Goal/Objective** | **Action/Activity** | **Outcome/Evaluation** |
|  |  |  |
|  |  |  |
|  |  |  |

Resources

[Describe the resources (staff, partners, providers, experts, etc.) that are available and/or will be utilized to carry out professional development activities. Identify existing partners or ones you wish to develop and what resources they may offer. What funding resources (CCSP grant, operating budget, other sources) will be used to carry out these activities?]

Relation to CCSP Grant

[How does your plan for professional development overlap with other plans in this grant application? Does the proposed budget clearly support the professional development plan?]