

# ***Professional Development***

## ***The Professional Development Standards***

### **Introduction**

Through a series of legislative acts in the late 1990s and early part of the 21<sup>st</sup> century, the Florida Legislature required the Department of Education to develop a system for evaluating the quality of district professional learning systems. Pursuant to those requirements stipulated in **1012.98 – School Community Professional Development Act** (F.S.) and legislative proviso language, the Department generated the [Professional Development System Evaluation Protocol](#). The Protocol forms the basis of a district-by-district review process throughout the state of Florida.

### **Overview and Purpose**

The **Professional Development System Evaluation Protocol** contains an overall philosophy and approach to professional learning that is based on and drawn from the [National Staff Development Council's](#) (NSDC) new definition of professional learning and supporting research and documentation.

The Professional Development System Evaluation Protocol is designed for use by:

- The Florida Department of Education through site visits to districts to form state-wide conclusions on the quality of professional development in the state.
- District staff through site visits to schools to form district-wide conclusions on the quality of professional development in the district.
- School staff and School Advisory Councils as a self-check on the quality of professional development in the school.

The protocol standards reflect the planning, learning, implementing, and evaluating of school district professional development at three levels:

- Faculty Level
- School Level
- District Level

### **Approach to Professional Learning**

The Protocol Standards address professional development at the faculty, school, and district levels. Below is a brief summary of what the standards are for each level.

The model employs a basic systems approach to professional learning addressing these general questions:

- ◆ **Planning:** What planning occurs to organize and support the professional learning for teachers?
- ◆ **Learning:** What is the quality of the professional learning in which educators participate?
- ◆ **Implementing:** How do educators apply the skills and knowledge gained through the professional learning?

- ◆ **Evaluating:** What evaluation occurs to ensure that the professional learning resulted in educators applying what they learned in the classroom and improvements in student learning occurred as a direct outcome?

## Protocol Standards - Third Cycle

The protocol standards were updated for the third cycle to reflect current law and changes in the field of professional learning. The third cycle standards are listed below.

### Faculty Level

#### 1.1 Planning

**1.1.1. Individual Needs Assessment:** The educator identifies individual professional learning goals with primary emphasis on student learning needs by reviewing certification needs, classroom-level disaggregated student achievement and behavioral data related to content area skills, school initiatives, the School Improvement Plan, and school and team goals.

**1.1.2. Administrator Review:** The educator meets with a school administrator to review the IPDP and identify additional individual professional learning needs based on performance appraisal data and priorities for students, grade levels, content areas, or the whole school.

**1.1.3. Individual Professional Development Plan:** The educator's Individual Professional Development Plan (IPDP) specifies the professional learning needs related to identified student achievement goals for those students to which the educator is assigned; aligned with the educator's level of development; and contains: a) clearly defined professional learning goals that specify measurable improvement in student achievement; b) changes in the educator's practices resulting from professional learning; and c) an evaluation plan that determines the effectiveness of the professional learning.

#### 1.2 Learning

**1.2.1. Learning Communities:** The educator participates in collaborative learning communities whose members use a cycle of continuous improvement to achieve goals that align with individual, school, and district goals for student achievement.

**1.2.2. Content Focused:** Professional learning focuses primarily on developing content knowledge and content-specific research- and/or evidence-based instructional strategies and interventions in the content areas specified in s. 1012.98 F.S. and aligned with district and state initiatives.

**1.2.3. Learning Strategies:** Professional learning uses strategies aligned with the intended goals and objectives; applies knowledge of human learning and change; and includes modeling of research- and/or evidence-based instruction, practice, and classroom-based feedback.

**1.2.4. Sustained Professional Learning:** Professional learning is sufficiently sustained and rigorous to ensure learning for participants that leads to high-fidelity classroom implementation for student achievement.

**1.2.5. Use of Technology:** Technology, including distance learning, supports and enhances professional learning as appropriate and the application and assessment of that learning as appropriate.

**1.2.6. Time Resources:** Sufficient time within the work day is available and used for professional development.

**1.2.7. Coordinated Records:** Educators have easy access to up-to-date records of their professional learning.

#### 1.3 Implementing

**1.3.1. Implementation of Learning:** The educator applies newly acquired professional knowledge, skills, dispositions, and behaviors to improve his or her practice.

**1.3.2. Coaching and Mentoring:** Skillful coaches, mentors, or others provide sufficient classroom- and school-focused support and assistance to the educator to ensure high-fidelity implementation of professional learning.

**1.3.3. Web-based Resources and Assistance:** The district provides educators with web-based resources and assistance to support implementation of professional learning.

#### 1.4 Evaluating

**1.4.1. Implementing the Plan:** The educator and a school administrator conduct an evaluation of the degree of fidelity with which the IPDP was implemented.

**1.4.2. Changes in Educator Practice:** The educator evaluates the impact of all professional learning on his or her practice through reflection, assessment, collaborative protocols for examining educator practice and work samples, peer visits, and/or professional portfolios.

**1.4.3. Changes in Students:** The educator determines the degree to which his or her professional learning contributed to student performance gains as measured by classroom assessment data.

**1.4.4. Evaluation Methods:** The educator uses summative and formative data from state or national standardized student achievement measures, when available, or other measures of student learning and behavior such as district achievement tests, progress monitoring, educator-constructed tests, action research results, discipline referrals, and/or portfolios of student work to assess the impact of professional learning.

**1.4.5. Use of Results:** The educator uses the results of the IPDP evaluation as part of a continuous improvement process to develop the following year's IPDP, and to revise professional learning goals based on student performance results and documented teaching practice.

# School Level

## 2.1 Planning

**2.1.1. School Needs Assessment:** At least annually the school identifies professional learning needs through a classroom-by-classroom analysis of disaggregated student achievement data by content and skill areas, subgroups needing special assistance, and other school data.

**2.1.2. Reviewing Professional Development Plans:** The school administrator meets with individual educators to review the IPDP and identify additional individual professional learning needs based on performance appraisal data and priorities for students, grade levels, school, content areas, or the whole school.

**2.1.3. Reviewing Annual Performance Appraisal Data:** The school administrator uses information from annual performance appraisals of educators to identify professional learning needs for individuals, teams, or whole-school faculty.

**2.1.4. Generating a School-wide Professional Development Plan:** As part of the School Improvement Plan and in collaboration with the district's Professional Development System, the school administrator and School Advisory Council generate a school-wide Professional Development Plan that includes research- and/or evidence-based professional development aligned to identified classroom-level needs for student achievement, responds to educators' level of development, and specifies how the plan will be evaluated.

**2.1.5. Individual Leadership Development Plan:** School administrators create and implement Individual Leadership Development Plans that are based on school and classroom disaggregated student achievement and behavior data and the needs of student groups not making AYP, and contain clearly defined professional learning goals that specify measurable improvement in student performance, improvements in teacher effectiveness, changes in administrator practices resulting from professional learning, and an evaluation plan that determines the effectiveness of the Individual Leadership Development Plan.

## 2.2 Learning

**2.2.1. Learning Communities:** School-based professional learning occurs in collaborative teams of adults whose goals are aligned with the team members' IPDPs and the school and district goals for student achievement.

**2.2.2. Content Focused:** Professional learning focuses primarily on developing content knowledge and content-specific research- and/or evidence-based instructional strategies and interventions in the content areas specified in s. 1012.98 F.S. and aligned with district and state initiatives.

**2.2.3. Learning Strategies:** Professional learning uses strategies aligned with the intended goals and objectives; applies knowledge of human learning and change; and includes modeling of research- and/or evidence-based instruction, practice, and classroom-based feedback.

**2.2.4. Sustained Professional Learning:** Professional learning is sufficiently sustained and rigorous to ensure learning for participants that leads to high-fidelity classroom implementation for student achievement.

**2.2.5. Use of Technology:** Technology, including distance learning, supports and enhances professional learning as appropriate and the application and assessment of that learning as appropriate.

**2.2.6. Time Resources:** Sufficient time within the work day is available and used for professional development.

**2.2.7. Coordinated Records.** School administrators regularly generate and review reports on faculty participation in professional learning.

## 2.3 Implementing

**2.3.1. Implementation of Learning:** The school provides follow-up support to facilitate implementation of professional learning in the workplace.

**2.3.2. Coaching and Mentoring:** The school provides mentoring and/or coaching for all educators to ensure high-fidelity classroom implementation of professional learning, with the assistance continuing as needed until educators implement the learning with comfort and accuracy.

**2.3.3. Web-based Resources and Assistance:** The school supports the implementation of professional learning through school and district web-based resources and facilitates educator awareness of and access to district web-based resources.

## 2.4 Evaluating

**2.4.1. Implementing the Plan:** At least annually the school conducts an evaluation of the degree of fidelity with which the school's Professional Development Plan is implemented.

**2.4.2. Changes in Educator Practice:** The school conducts an evaluation of the Professional Development Plan to assess its impact on educator practices at the classroom and/or school level.

**2.4.3. Changes in Students:** The school conducts an evaluation of the Professional Development Plan to assess its impact on student performance.

**2.4.4. Evaluation Measures:** Schools use summative and formative data from state or national standardized student achievement measures, when available, or other measures of student learning and behavior such as district achievement tests, progress monitoring, educator-constructed tests, action research results, discipline referrals, and/or portfolios of student work to assess the impact of professional learning.

**2.4.5. Use of Results:** School administrators and the School Advisory Council review school-level evaluation data as part of the needs assessment process for the subsequent school year's professional development planning in order to eliminate ineffective programs and strategies and to expand effective ones.

## District Level

### 3.1 Planning

**3.1.1. District Needs Assessment:** At least annually the district identifies professional learning needs through a school-by-school analysis of disaggregated student achievement by content area and skills, behavioral data, and other district data.

**3.1.2. Generating a District-wide Professional Development System:** Based on identified professional learning needs, the district generates a district-wide Professional Development System that is research- and/or evidence-based, specifies how the plan will be evaluated, and aligns with the Florida Protocol Standards, identified student and educator learning needs, educators' level of development, School Improvement Plans, Comprehensive K-12 Reading Plans, Title I Plan, annual performance appraisal data, discipline data, school environment surveys, assessments of parental satisfaction, other performance indicators, and the district strategic plan.

**3.1.3. Research/Evidence Basis:** The district's professional learning is based on research- and/or evidence-based instructional and intervention strategies proven to increase student achievement.

**3.1.4. Content Standards for Student Outcomes:** The district's professional learning supports implementing state-adopted content standards for student outcomes.

**3.1.5. Integration of Initiatives:** Professional learning supports educators in integrating and using federal, state, and district initiatives in content, instruction, and intervention strategies to increase student achievement.

**3.1.6. Leadership Development:** The district plans, implements, and continuously improves a state-approved, competency-based system of professional learning that develops, maintains, and improves the leadership competencies and skills of employees as instructional leaders.

**3.1.7. Non-instructional Staff:** The district plans, delivers, supports, and evaluates professional learning for non-instructional staff to enhance job performance according to the Florida Protocol Standards.

**3.1.8. Professional Learning Facilitators:** The district's system of professional learning includes dissemination of the Florida Protocol System to all staff who plan and facilitate professional learning.

### 3.2 Learning

**3.2.1. Learning Communities:** The district supports and encourages professional learning in collaborative teams of educators.

**3.2.2. Content Focused:** Professional learning focuses primarily on developing content knowledge and content-specific research- and/or evidence-based instructional strategies and interventions in the content areas specified in s. 1012.98 F.S. and aligned with district and state initiatives.

**3.2.3. Learning Strategies:** Professional learning uses strategies aligned with the intended goals and objectives; applies knowledge of human learning and change; and includes modeling of research- and/or evidence-based instruction, practice, and classroom-based feedback.

**3.2.4. Sustained Professional Learning:** Professional learning is sufficiently sustained and rigorous to ensure learning for participants that leads to high-fidelity classroom implementation for student achievement.

**3.2.5. Use of Technology:** Technology, including distance learning, supports and enhances professional learning as appropriate and the application and assessment of that learning as appropriate.

**3.2.6. Time Resources:** Sufficient time within the work day is available and used for professional development.

**3.2.7. Coordinated Records:** The district maintains up-to-date, easily accessible records on all professional learning that provide data for certification and inservice points for all staff.

**3.2.8. District Support:** The district recognizes and supports professional learning as a key strategy for improving teaching quality and student learning.

**3.2.9. Learning Organization:** The district fosters and develops the maximum potential of all employees through professional learning

### 3.3 Implementing

**3.3.1. Implementation of Learning:** The district provides a follow-up support system to facilitate implementation of professional learning in the workplace.

**3.3.2. Coaching and Mentoring:** The district provides mentoring and/or coaching for all educators to ensure high-fidelity classroom implementation of professional learning, with the assistance continuing as needed until educators implement the learning with comfort and accuracy.

**3.3.3. Web-based Resources and Assistance:** The district supports the implementation of professional learning through district and school web-based resources and facilitates educator awareness of and access to district web-based resources.

### **3.4 Evaluating**

**3.4.1. Implementing the System:** The district conducts an ongoing formal evaluation of the degree of fidelity with which the district's Professional Development System is implemented.

**3.4.2. Implementation of Learning:** The district evaluates at least 10% of the district-level professional learning to assess the level of high-fidelity implementation in the work place.

**3.4.3. Changes in Students:** The district assesses the impact of professional learning on student performance.

**3.4.4. Evaluation Measures:** The district uses summative and formative data from state or national standardized student achievement measures, when available, or other measures of student learning and behavior such as district achievement tests, progress monitoring, educator-constructed tests, action research results, discipline referrals, and/or portfolios of student work to assess the impact of professional learning.

**3.4.5. Use of Results:** The district reviews district- and school-level evaluation data as part of the needs assessment process for the subsequent school year's professional development planning in order to eliminate ineffective programs and strategies and to expand effective ones.

**3.4.6. Fiscal Resources:** The district documents that sufficient fiscal resources are used to support professional learning that aligns with school and district goals.

**3.4.7. Student Gains:** The district demonstrates an overall increase in student achievement as measured by the Florida Department of Education's district accountability system.