



# Leading Effective Professional Development

Summer Series for Campus Leaders

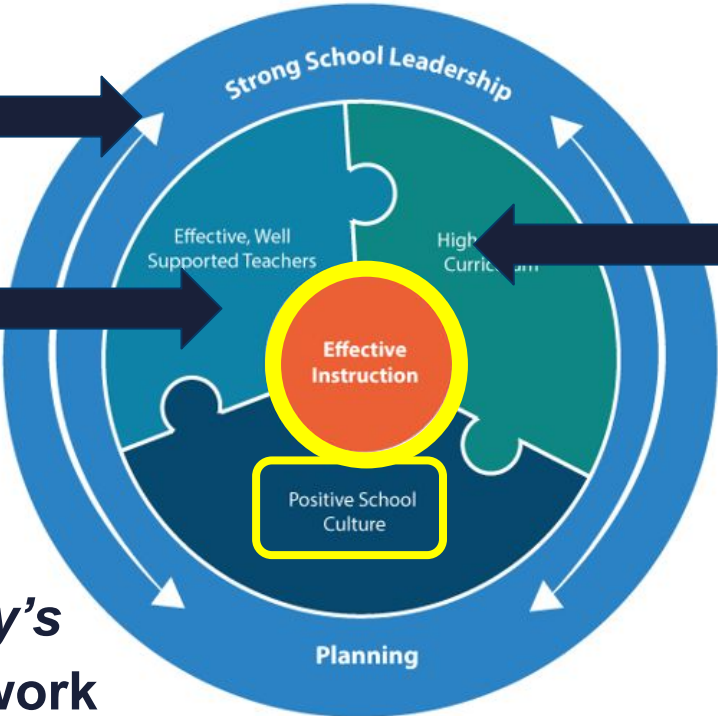
June 18, 2020

# WHY is Effective Professional Development Important?

**Lever 1: Strong School Leadership & Planning**

**Lever 2: Effective, Well-Supported Teachers**

**Lever 3: High Quality Curriculum**



**Texas Education Agency's Effective Schools Framework**



## We're in this Together

*Support Student & Staff Attendance*

## Close the Gap

*Equitable, High-quality instruction for all*



## Leading Forward

*Leading the Transformation*

## A Safe Place

*A Healthy, Secure Environment*

## A Place to Belong

*Reignite School Culture*

# ROAD TO RECOVERY— Priority Playbook



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Content: LIST

- Brainstorm
- Collaborate
- Synthesize campus & district topics/needs

## PD Content: MODE

- All Together (Synchronous)
- Independent (Asynchronous)

## PD Content: PRIORITIZE

- Highest (BOY and Ongoing)
- High (BOY and ongoing)
- Supporting (BOY or Other)

## PD Experience: SCHEDULE

- BOY PD Calendar
- Ongoing PD Calendar

## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
- Accountability



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Content: LIST

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## PD Content: LIST

- Brainstorm
- Collaborate
- Synthesize campus & district topics/needs

- What district PD must be included?
- What campus specific PD must be included?
  - Culture Content
  - Traditional Content for continued success
  - NEW content based on CIP/Goals from 2019-20
  - NEW content based on current events
- What do our students need?
- What does our staff need?

### Sample Categories

Culture Content

Processes & Procedures

SEL

Instruction Model

Relationship Building



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# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PARTIAL EXAMPLE LIST

<b>Content Focus Topic</b>
<i>Our campus culture content (campus beliefs, vision, mission, values and commitments)</i>
<i>District Health &amp; Safety Plan</i>
<i>Campus Safety and Building Policies &amp; Procedures 2020-21</i>
<i>NEW Attendance Procedures for Hybrid Master Schedule</i>
<i>Campus Instructional Model: Focus Strategies Overview</i>
<i>RTI Task Force Overview and Process Learning</i>
<i>Employee and Staff Handbook PD</i>
<i>Re-Entry Curriculum (Dragon Camp) Overview</i>
<i>Re-Entry Curriculum (Dragon Camp) Lesson Study</i>

# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Content: LIST

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## PD Content: MODE

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- Independent (Asynchronous)



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# Professional Development MODES

## ALL TOGETHER (Synchronous)



*virtual*



*in-person*

## INDEPENDENT (Asynchronous)



*virtual*



*in-person*

# Professional Development MODES

## ALL TOGETHER

(Synchronous)

- Traditional, all staff PD session (facilitated, interactive)
- PD stations/rotations
- Choice board of sessions
- Problem-Solution groups
- Video/Article Lit Circle

## INDEPENDENT

(Asynchronous)

- Pre-recorded video with reflection
- Assigned reading or webquest with reflection
- Assigned Webinar with reflection
- Book study with discussion board



# ALL TOGETHER: Virtual PD with Choice Board Example

Bringing my  
BEST every day!

## Centerville Elementary School



Back-to-School Virtual Professional Learning

Day 2: Campus Instructional Playbook Choice Board

August 5, 2020

8:00-8:30	Breakfast at your desk	<a href="#">ZOOM LINK</a> Bring your breakfast and join us on zoom to eat together. We will watch an inspirational video we have been waiting to share with you together! Feel free to share reactions in the chat.
8:30-8:55	Principal's Daily Welcome	<a href="#">ZOOM LINK</a> (same as breakfast link above) <ul style="list-style-type: none"> <li>• <a href="#">Mission, Vision, Values, Collective Commitments</a></li> <li>• Purpose and Logistics of the day</li> <li>• Pose the Essential Question (EQ) of the day:               <ul style="list-style-type: none"> <li>○ <b>How can I engage my students while also addressing their differing needs?</b></li> </ul> </li> </ul>
9:00-9:50	Think, Ink, Pair, Share (TIPS) Strategy	<a href="#">ZOOM LINK</a> Choice #1: TIPS in the Math/Science classroom
		<a href="#">ZOOM LINK</a> Choice #2: TIPS using Flipgrid
		<a href="#">ZOOM LINK</a> Choice #3: TIPS for English Learners
		<a href="#">ZOOM LINK</a> Choice #4: TIPS in Elective Classrooms
10:00-10:50	CUE DO REVIEW	<a href="#">ZOOM LINK</a> Choice #1: CDR with Student Leadership
		<a href="#">ZOOM LINK</a> Choice #2: CDR Rituals (slides and timing)
		<a href="#">ZOOM LINK</a> Choice #3: CDR In Elective Classrooms
		<a href="#">ZOOM LINK</a> Choice #4: CDR in Virtual Classrooms
10:50-11:10	Scavenger Hunt!	<a href="#">ZOOM LINK</a> (same as breakfast link above) Grab your running shoes and make sure your children and animals are out of the way! As we call out each item, race to find it and be the first to bring it back on screen. All items will be related to our Collective Commitments, so think creatively!
11:30-1:00	Lunch	Eat on your own. Don't forget to stretch, go outside, and move around

Each choice is lead by a classroom teacher!



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# INDEPENDENT: WebQuest Example

HLP Webquest  Search this site

Why This Webquest?  
What is an HLP?  
Quest #1: Cedar Center  
Quest #2: Teaching Works  
**Quest #3: CEC**  
Quest #4: Even MORE Resources  
Check out the 2019 SIMposium webpage  
About Paula Lancaster  
Sitemap

Quest #3: CEC



## High-Leverage Practices in Special Education

Bookmark the Council for Exceptional Children's High Leverage Practices website:  
[www.highleveragepractices.org](http://www.highleveragepractices.org)

1. Locate the **Resources** page on their site. Download the following suggested resources into your HLP folder. Read them, too!
  - o *TEACHING Exceptional Children*: Big Ideas in Special Education: Specially Designed Instruction, High-Leverage Practices, Explicit Instruction, and Intensive Instruction
  - o *TEACHING Exceptional Children*: News From CEC: High-Leverage Practices in Special Education



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## EXAMPLE LIST with MODES

<b>Content Focus Topic</b>	<b>MODE</b>
<i>Our campus culture content (campus beliefs, vision, mission, values and commitments)</i>	<i>All Together</i>
<i>District Health &amp; Safety Plan</i>	<i>All Together</i>
<i>Campus Safety and Building Policies &amp; Procedures 2020-21</i>	<i>All Together</i>
<i>NEW Attendance Procedures for Hybrid Master Schedule</i>	<i>Independent</i>
<i>Campus Instructional Model: Focus Strategies Overview</i>	<i>All Together</i>
<i>RTI Task Force Overview and Process Learning</i>	<i>All Together</i>
<i>Employee and Staff Handbook PD</i>	<i>Independent</i>
<i>Re-Entry Curriculum (Dragon Camp) Overview</i>	<i>All Together</i>
<i>Re-Entry Curriculum (Dragon Camp) Lesson Study</i>	<i>Independent</i>

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## PD Content: LIST

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## PD Content: MODE

- All Together (Synchronous)
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## PD Content: PRIORITIZE

- Highest (BOY and Ongoing)
- High (BOY and ongoing)
- Supporting (BOY or Other)



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Content: PRIORITIZE

- Highest (BOY and Ongoing)
- High (BOY and ongoing)
- Supporting (BOY or Other)

- Foundational to the work of your school.
- Part of beginning of the year PD
- Learning will continue throughout the school year.

- Must be part of beginning of the year PD
- Learning will continue throughout the school year.

- Important to the work of your school.
- Will strengthen and support other learning / practices.
- Might be included in the beginning of the year PD
- Might be scheduled for mini-PD sessions throughout the first month of school



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## EXAMPLE LIST with MODES and PRIORITIES

Content Focus Topic	MODE	PRIORITY
<i>Our campus culture content (campus beliefs, vision, mission, values and commitments)</i>	<i>All Together</i>	<i>Highest (BOY &amp; Ongoing)</i>
<i>District Health &amp; Safety Plan</i>	<i>All Together</i>	<i>High (BOY Only)</i>
<i>Campus Safety and Building Policies &amp; Procedures 2020-21</i>	<i>All Together</i>	<i>High (BOY Only)</i>
<i>NEW Attendance Procedures for Hybrid Master Schedule</i>	<i>Independent</i>	<i>High (BOY &amp; Ongoing)</i>
<i>Campus Instructional Model: Focus Strategies Overview</i>	<i>All Together</i>	<i>Highest (BOY &amp; Ongoing)</i>
<i>RTI Task Force Overview and Process Learning</i>	<i>All Together</i>	<i>Supporting (Other)</i>
<i>Employee and Staff Handbook PD</i>	<i>Independent</i>	<i>High (BOY Only)</i>
<i>Re-Entry Curriculum (Dragon Camp) Overview</i>	<i>All Together</i>	<i>High (BOY &amp; Ongoing)</i>
<i>Re-Entry Curriculum (Dragon Camp) Lesson Study</i>	<i>Independent</i>	<i>High (BOY &amp; Ongoing)</i>



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

**Resource:  
PD Content  
Workspace  
in Google Sheets  
Linked in PDF of  
Slides**

PD Content Workspace: 5 Steps to Effective PD ☆ 100% Last edit was 2 minutes ago

	A	B	C	D
	Content Focus Topic	MODE	PRIORITY	NOTES/DETAILED/COMMENTS
1				
2	Our campus culture content (campus beliefs, vision, mission, values and commitments)	All Together	Highest (BOY & Ongoing)	The first hour of virtual PD on August 11th (first day together) will be facilitated by Guiding Coalition
3	District Health & Safety Plan	All Together	High (BOY Only)	1 Hour District Requirement--Watch Video and Q & A
4	Campus Safety and Building Policies & Procedures 2020-21	All Together	High (BOY Only)	will be part of virtual PD stations day 3 on August 12th
5	NEW Attendance Procedures for Hybrid Master Schedule	Independent	High (BOY & Ongoing)	Staff will watch video, respond to google form and we'll continue to develop/adjust and issue new PD videos on this as the fall progresses
6	Campus Instructional Model: Focus Strategies Overview	All Together	Highest (BOY & Ongoing)	Campus Instructional Playbook strategies: 2 hour virtual learning on August 13th will be lead by teacher leaders. Two faculty meetings per month focused on Strategy Deep Dives with the WHY, HOW, Modeling & Action Planning.
7	Employee and Staff Handbook PD	Independent	High (BOY Only)	In STAFF Google Classroom, series of assignments that guide through exploring each section of the handbook. Google forms throughout for accountability of learning.
8	Re-Entry Curriculum (Dragon Camp) Overview	All Together	High (BOY & Ongoing)	Dragon Camp Task Force will present the WHY, HOW and WHAT of Dragon Camp (first 5 days of school and Friday Morning Meetings)
9	Re-Entry Curriculum (Dragon Camp) Lesson Study	Independent	High (BOY & Ongoing)	In STAFF Google Classroom, series of assignments that guide through studying each lesson for the first week and fridays through October; google forms and team forums for accountability.
10	Collective Commitment Study: Aligned Behaviors	All Together	Highest (BOY & Ongoing)	1 hour Faculty Meeting in Mid-september: activity to identify what commitments look like in action on our campus and in our work.
11	Grade Level Teams: Student Support Plans (expectations, positive behavior support systems, mentorship plans, Lair Meetings)	All Together	High (BOY Only)	3 hours on August 13th: Grade level teams will meet to design student support for this school year--all instructional staff will be assigned to a grade level team.
12				
13				
14				
15				
16				
17				
18				

# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Content: LIST

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## PD Experience: SCHEDULE

- BOY PD Calendar
- Ongoing PD Calendar



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## TIPS FOR SUCCESS

### PD Experience: SCHEDULE

- BOY PD Calendar
- Ongoing PD Calendar

- Focus on what you can control
- Not everything can be ALL Together and in the days before school begins
- Add PD (ongoing and extensions) to the calendar now
- Design an effective plan that meets the needs of your campus



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

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## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
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# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
- Accountability

## PD Lesson Plan TIPS:

- *more than just creating slides*
- *timeline accounts for every minute*
- *clear, detailed agenda*
- *who does what*
- *Leadership Team reviews for alignment*



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# PD Lesson Plan Example

Professional Development Lesson Plan			
PD TITLE	Staff Duty Expectations Station		
Facilitator(s)	Greg Hinojosa (presenter), Sal Thomas (zoom partner)		
Date	August 6, 2020		
Start/End Times	50 minutes, repeats at 9, 10, 1, 2		
Set Up	<a href="#">ZOOM LINK</a> <a href="#">LINK TO SLIDE SET</a> <a href="#">LINK TO MATERIALS</a>		
Time	Activity/Topic	Person Responsible	Materials
START	<a href="#">Greg screen shares</a> / <a href="#">Sal admits participants</a>		
3 min	Welcome, Norms, and Agenda Chat prompt: What is the sweetest thing you have witnessed when on duty?	Greg talks <a href="#">Sal monitors chat</a>	slide with chat prompt
5 min	WHY: Responsible staff duty work supports student culture and sense of belonging	Greg	slides
10 min	Expectations while on Duty -smile and assume positive intent -no contact greetings with names -recognize and reinforce positive behavior	Greg	slides page in folder
5 min	Intro the duty schedule and how to use it  3 silent minutes individual work time: -find your duty responsibilities and understand what you are expected to do when -submit your questions to the google form	Greg	slides duty schedule in folder
10 min	How to support peers on duty -assume positive intent -gentle reminders -pivot stems based on commitments -how to get help if needed (empty station, additional adults needed, etc)	Greg	slide page in folder
5 min	<b>THINK</b> Prompt: What can I do while on duty to support a positive student culture? <b>INK</b> Write your response down <b>PAIR</b> <a href="#">Open 5 random rooms for 3 minutes</a>	<a href="#">Sal runs breakout rooms</a>	
5 min	<b>SHARE</b> Randomized Share Out: Call on 3 people to share their answer	<a href="#">Sal uses randomizer and calls on people</a>	randomizer
2 min	Next Steps and Thank you	Greg <a href="#">Greg Screen Shares</a>	



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# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

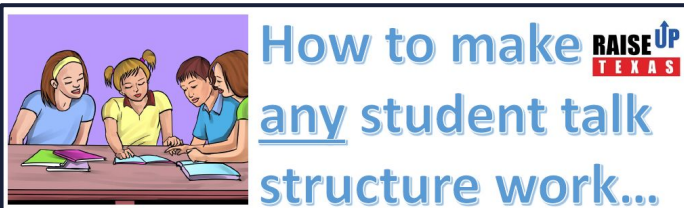
## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
- Accountability

## Materials & Resources

- *Provide templates or workspaces to support the work*
- *Create/provide reference sheets (anchors) for teachers to use*
- *Ensure materials and resources are easy to access during the experience*

# Resources/Anchor Example



Component	Required or Recommended	Details/Description/Options
Question	REQUIRED	Requires higher level of thinking or process referred to as 'seed' or 'think'
Student Anchor	REQUIRED	Current or prior learning; students should be given the anchor and provided time to review
Think Time	REQUIRED	Varies from 10 seconds-1 minute; critical for this time to be silent and independent; anchors reviewed here; can be ended with timer or signal from students
Signal	Recommended	Some strategies engage a student signal (typically gestures or movement) to communicate readiness
Talk Stems	REQUIRED	When they don't know what to say, provide support. This can be one or multiple stems in answer.
Movement	Recommended	Student talk structures can be aligned/combined with brain-friendly movement structures as well
Strategy for Partnering	REQUIRED	Make it clear exactly who the students will talk to and how partnerships (pairs or small groups of specific number) are formed (shoulder, 5 chair walk, etc.)
Timers	Recommended	Provide a visible timer for students so they (and teacher) will be able to monitor and stay on-task.
Active Monitoring	REQUIRED	Teacher actively listens to student conversations to ensure topic-focus and formatively assess student understanding
Randomized answer sharing whole group	Recommended	Increased accountability and active participation by students made aware of randomization as a frequent, regular classroom practice, especially accompanied by student talk.
Written Response	Recommended	Students asked to engage in written response to the question; guide using any campus writing expectations and use as formative assessment (exit or otherwise)

Resource



# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
- Accountability

## Effective PD Practices

*(ALL TOGETHER /Synchronous)*

*...integrate modeling.*

*...provide processing time.*

*...are meaningful and practical.*

*...are facilitated with shared voice.*



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# Modeling and Processing Example

Professional Development Lesson Plan	
PD TITLE	Staff Duty Expectations Station
Facilitator(s)	Greg Hinojosa (presenter), Sal Thomas (zoom partner)
Date	August 6, 2020
Start/End Times	50 minutes, repeats at 9, 10, 1, 2
Set Up	ZOOM LINK

5 min	<b>THINK</b> Prompt: What can I do while on duty to support a positive student culture? <b>INK</b> Write your response down <b>PAIR</b> Open 5 random rooms for 3 minutes	Sal runs breakout rooms	
5 min	<b>SHARE</b> Randomized Share Out: Call on 3 people to share their answer	Sal uses randomizer and calls on people	randomizer
2 min	Next Steps and Thank you	Greg Greg Screen Shares	



	-assume positive intent -gentle reminders -pivot stems based on commitments -how to get help if needed (empty station, additional adults needed, etc)		page in folder
5 min	<b>THINK</b> Prompt: What can I do while on duty to support a positive student culture? <b>INK</b> Write your response down <b>PAIR</b> Open 5 random rooms for 3 minutes	Sal runs breakout rooms	
5 min	<b>SHARE</b> Randomized Share Out: Call on 3 people to share their answer	Sal uses randomizer and calls on people	randomizer
2 min	Next Steps and Thank you	Greg Greg Screen Shares	

# Practical Application Example

## THINK INK PAIR SHARE (TIPS)

### *Put it into ACTION!*

- **Create** a set of THINK INK PAIR SHARE introductory slides to use with your students (WHY TIPS is important for them, WHAT they are expected to do, WHEN they will be using it)
- **Create** a TIPS activity with slides that include the directions, prompt, and a timer you can use during your first week of class
- Breakout rooms are by similar subject. Request a private breakout room if needed
- Google Resources: Campus Instructional Playbook Folder>TIPS Strategy
  - TIPS teacher checklist
  - Sample intro slides
  - Sample activity slides

ets in folder

Presenter  
Slide

	Call on 3 people to share their planned TIPS	randomizer and calls on people	
2 min	Next Steps and Thank you	Sarah Sarah Screen Shares	




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# Shared Voice Example

Bringing my BEST every day!



**Centerville Elementary School**

*Back-to-School Virtual Professional Learning*

**Day 3: Station Rotations**

*August 6, 2020*

8:00-8:30	Breakfast at your desk	<a href="#">ZOOM LINK</a> Bring your breakfast and join us on zoom to eat together. Be prepared to share silliest joke you heard this summer!
8:30-8:55	Principal's Daily Welcome	<ul style="list-style-type: none"> <li>• <a href="#">ZOOM LINK</a> (same as breakfast link above)</li> <li>• <a href="#">Mission, Vision, Values, Collective Commitments</a></li> <li>• Purpose and Logistics of the day</li> <li>• Pose the Essential Question (EQ) of the day:               <ul style="list-style-type: none"> <li>○ What is my role in ensuring a safe, healthy environment for students and fellow staff where we all belong?</li> </ul> </li> </ul>
Rotation Logistics <i>Tribe Hosters</i>	Station 1	Staff and Student Movement with Ms. Jensen (AP)
	<a href="#">ZOOM LINK</a> Station 2	Attendance Procedures with Mr. Stiles (Attendance Specialist)
	<a href="#">ZOOM LINK</a> Station 3	Staff Duty Expectations with Mr. Hinojosa (8 <sup>th</sup> Team Leader)
	<a href="#">ZOOM LINK</a> Station 4	Cleaning Procedures Mrs. James (Head Custodian)
9:00-9:50	Rotation 1	Station 1 = The Amazing Tribe Station 2 = The Incredible Tribe Station 3 = The Magnificent Tribe Station 4 = The Wondrous Tribe
10:00-10:50	Rotation 2	Station 1 = The Incredible Tribe Station 2 = The Magnificent Tribe Station 3 = The Wondrous Tribe Station 4 = The Amazing Tribe
10:50-11:30	Break and Prepare Lunch	Stretch! Prepare your lunch to bring back to your desk. Walk around (inside/outside) and find one item that means "HOPE" for you and be prepared to share it while we eat
11:30-12:30	Shared Lunch	Eat and share your item!

Each station is lead by a leadership team member!

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## PD Experience: LESSON PLAN

- Time, Who, When, Where
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- Effective PD Practices
- Accountability

## Effective PD Practices

*(INDEPENDENT, asynchronous)*

*...integrate modeling.*

*...provide processing time.*

*...are meaningful and practical.*

*...are facilitated with shared voice.*



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# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## Effective PD Practices

*INDEPENDENT, asynchronous Examples*

Modeling	Processing Time	Practical	Share Voice
<ul style="list-style-type: none"><li>-Google Classroom</li><li>-Padlet, Flipgrid</li><li>-Virtual reading support</li></ul>	<ul style="list-style-type: none"><li>-Chat board</li><li>-Google Form</li><li>-Brainstorm forum</li></ul>	<ul style="list-style-type: none"><li>-Staff Handbook</li><li>-Internal drive resources</li><li>-Curriculum resources</li></ul>	<ul style="list-style-type: none"><li>-Different teachers in videos</li><li>-Who posts questions in chat</li></ul>

# 5 STEPS TO PLANNING FOR AND LEADING EFFECTIVE PROFESSIONAL DEVELOPMENT

## PD Experience: LESSON PLAN

- Time, Who, When, Where
- Materials & Resources
- Effective PD Practices
- Accountability

## Accountability Examples:

- *action plans*
- *written reflections with commitment statements*
- *google form responses*
- *support through cycle of observations and feedback (PD focused on instruction)*

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## PD Experience: SCHEDULE

- BOY PD Calendar
- Ongoing PD Calendar

## PD Experience: LESSON PLAN

- Time, Who, When, Where
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- Effective PD Practices
- Accountability





# Additional Resources

- **Road to Recovery Webinar #1**
  - [Watch the video!](#) Download Priority Playbook and Roadmap Tool
- **Summer Series 1: Staff Culture**
  - [Watch the video!](#)
- **Ed Chat with Matt # 6: Planning related to COVID-19**
  - [Watch the video!](#)
- **Top 5 Ideas for Virtual PD**
  - Details for each idea available on our [website](#)

# Learning Opportunities

- **Road to Recovery Webinar Part 2**
  - July 21 @ 1:30pm
  - [Registration](#) Info will be in follow-up
- **Summer Series 3**
  - June 25 @1:00pm: Leading an Engaging and Inclusive Student Culture
  - More session coming in July! Watch for more info via email

***Share registration info with others!***



# Leading Effective Professional Development

**For questions or more information:**

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