

Table 1. Developing Professional Learning Plans

	<b>Develop Short- and Long-term Professional Learning Plans</b>	<b>Task</b>
<b>Step 1</b>	<b>Analyze student learning needs.</b>	<ul style="list-style-type: none"> <li>• Gather multiple forms of student data.</li> </ul>
<b>Step 2</b>	<b>Identify characteristics of community, district, school, department, and staff.</b>	<ul style="list-style-type: none"> <li>• Analyze the data to identify trends, patterns, and areas of needed improvement.</li> <li>• Gather data about the learning context.</li> <li>• Identify the features of the context that influence student and educator learning.</li> <li>• Identify potential contributors to the current state of student learning.</li> <li>• Write SMART goals for student learning.</li> <li>• Gather data about educators.</li> </ul>
<b>Step 3</b>	<b>Develop improvement goals and specific student outcomes.</b>	<ul style="list-style-type: none"> <li>• Review research and evidence on successful professional learning programs or practices.</li> <li>• Identify those relevant to the current goals and objectives.</li> </ul>
<b>Step 4</b>	<b>Identify educator learning needs and develop goals and objectives.</b>	<ul style="list-style-type: none"> <li>• Develop educator SMART objectives.</li> <li>• Develop KASABs.</li> <li>• Develop logic model.</li> </ul>
<b>Step 5</b>	<b>Study research for specific professional learning programs, strategies, or interventions.</b>	<ul style="list-style-type: none"> <li>• Study professional learning research related to goal area and context features.</li> <li>• Identify research- or evidence-based practices.</li> </ul>
<b>Step 6</b>	<b>Plan professional learning implementation and evaluation, including establishing a logic model for specific professional learning programs.</b>	<ul style="list-style-type: none"> <li>• Develop theory of change with assumptions.</li> <li>• Develop logic model.</li> </ul>
<b>Step 7</b>	<b>Implement, evaluate, and sustain the professional learning.</b>	<ul style="list-style-type: none"> <li>• Enact the plan.</li> <li>• Monitor progress and adjust as needed.</li> <li>• Evaluate progress and results.</li> <li>• Sustain support to achieve deep implementation over time.</li> </ul>