Professional Development Checklist							
	What	Why	Who	When & Where	How		
Roadmap	 □ Core Intervention Program □ Scheduling or service delivery format (i.e. walk to read, small group instruction □ District-wide or School Initiative □ Instructional Focus 	 New Program Change in schedule or service delivery model (i.e. walk to ready, SpEd inclusion) New teachers, new grade level District, school, grade level data driven 	 □ Regular Education Teachers □ Interventionists □ Support staff □ Individual teachers not keeping up with implementation □ New Teachers 	 □ Pre-implementation PD □ Mini-PD during staff and grade level meetings □ Ongoing support from instructional coach throughout roadmap (Implementation Plan) in individual classes & intervention groups 	 □ Roadmap (Implementation Plan) □ Program Representative □ Field Expert or Consultant □ Group Coaching Cycle with Focus Folder □ Individual Coaching Cycles 		
Instructional Focus	 □ Explicit PA or Phonics Instruction □ Explicit Vocabulary Instruction □ Fluency Development/Text Reading Strategy Instruction □ Explicit Comprehension Strategy Instruction □ Writing Instruction 	□ School goal or focus area □ Driven by teacher and/or student data about the school grade or student level □ Individual teacher or grade level request for support □ Principal directed	☐ All teaching staff ☐ Interventionists ☐ Individual students with teacher or student data indicating support is needed ☐ Grade with student or teacher data indicating support is needed	 ☐ Staff and/or teacher development days ☐ Grade Level Team meetings ☐ Scheduled support in individual classrooms 	 □ Field expert or consultant □ Instructional coach PD and support □ Ongoing observation/data collection and feedback □ Group or individual coaching cycles with coaching tracker, data forms, or PDSA 		
Improving Teaching and Learning	Lesson pacing or opportunities to respond Active engagement Ratio to positive to negative interactions Formative assessment Transitions Release of responsibility	☐ School goal or focus area ☐ Proatively address the needs of disadvantaged subgroups ☐ Responsive to students needs within the school or individual classroom ☐ Teacher or team request ☐ Principal directed	☐ All teaching staff ☐ Interventionists ☐ Individual students with teacher or student data indicating support is needed ☐ Grade with student or teacher data indicating support is needed	☐ Staff and/or teacher development days ☐ Grade Level Team meetings ☐ Scheduled support in individual classrooms	☐ Field expert or consultant ☐ Instructional coach PD and support ☐ Ongoing observation/data collection and feedback ☐ Group or individual coaching cycles with coaching tracker, data forms, or PDSA		

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Instructional Focus	Explicit PA or Phonics Instruction Explicit Vocabulary Instruction Fluency Development/Text Reading Strategy Instruction Explicit Comprehension Strategy Instruction Writing Instruction	School goal or focus area Driven by teacher and/or student data about the school grade or student level Individual teacher or grade level request for support Principal directed	☐ All teaching staff ☐ Interventionists ☐ Individual students with teacher or student data indicating support is needed ☐ Grade with student or teacher data indicating support is needed	Staff and/or teacher development days Grade Level Team meetings Scheduled support in individual classrooms	Field expert or consultant Instructional coach PD and support Ongoing observation/data collection and feedback Group or individual coaching cycles with coaching tracker, data forms, or PDSA		
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Impact on Instruction	Classroom/behavior management Social emotional needs Trauma informed care Understanding and serving the needs of disadvantaged subgroups Teacher and student resilience	School goal or focus area Proatively address the needs of disadvantaged subgroups Responsive to students needs within the school or individual classroom Teacher or team request Principal directed	All district staff School staff Individual teacher needing support as indicated through observation Grade level team needing support as indicated through observation	Staff and/or teacher development days Grade Level Team meetings Scheduled support in individual classrooms	 □ Literacy coach □ Instructional coach PD and support □ Ongoing observation/data collection and feedback □ Group or individual coaching cycles with coaching tracker, or data forms 		