

Establish a Professional Development Leadership Team

Professional Development Leadership Teams may be established at the district and at the building level. These suggested steps should be completed at initial meetings and continuously supported. The purpose of this team is to then move from formation to action. Read the suggested purposes, composition, and process ideas. List team members and describe their roles on the following worksheet.

Suggested Purposes of a Leadership Team:

- ❑ To help organize and support various professional development functions.
- ❑ To engage in participative decision making – a democratic decision making process for keeping teachers involved and informed.
- ❑ To help principals sustain a focus on instruction and keep professional development functions going.
- ❑ To distribute leadership and responsibility up and down the organization.
- ❑ To work together with the Teacher Quality Committee to facilitate communication and participative decision-making.

Suggested Composition:

- ❑ Teachers representing various grade levels, content areas and role groups, i.e., elementary, middle school, high school, special education, Title I, gifted and talented, and general education.
- ❑ Individuals who have specific expertise in content, collecting and analyzing data, assessment, professional development, etc.
 - Principal
 - Central office staff, i.e. directors of curriculum, professional development, and school improvement
 - AEA provider/consultant(s)

Suggested Processes:

- ❑ Clarify roles of the team, e.g. assisting with the collection and analysis of data; facilitating building meetings between training sessions; helping to collect and organize implementation data; demonstrating strategies; supporting the establishment of collaborative teams.
- ❑ Establish a protocol for meeting routines and a framework for agendas.
- ❑ Determine how meetings will be monitored and what data will be collected.
- ❑ Collect meeting artifacts such as meeting agendas and minutes.