



Entry Plan: Educational Specialist,
Professional Development
Krystal Rodney

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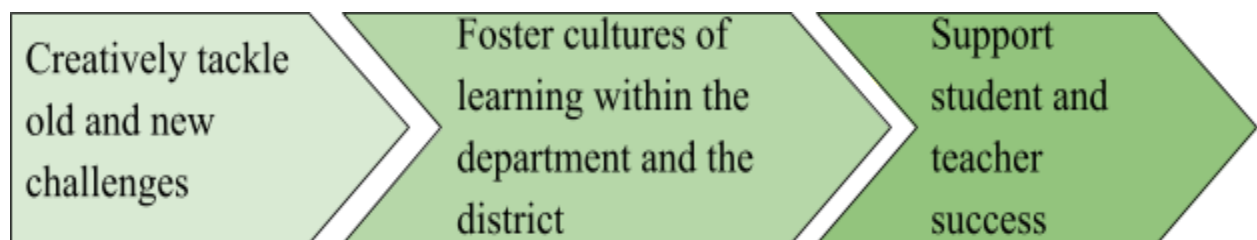
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Statement of Purpose

It is such a privilege to join this wonderful team! This department does great work for students and teachers, and I am honored to be a part of it. The purpose of this entry plan is to ensure that the needs of our department and the schools with which we work are heard, understood, and met. This work must also be tightly aligned to our strategic plan tenets of Resource Stewardship, Premier Workforce, Caring Culture, and Student Success. I am committed to collaborating with the teams in this and other departments and the school communities we support to create the best learning experiences for students and teachers.

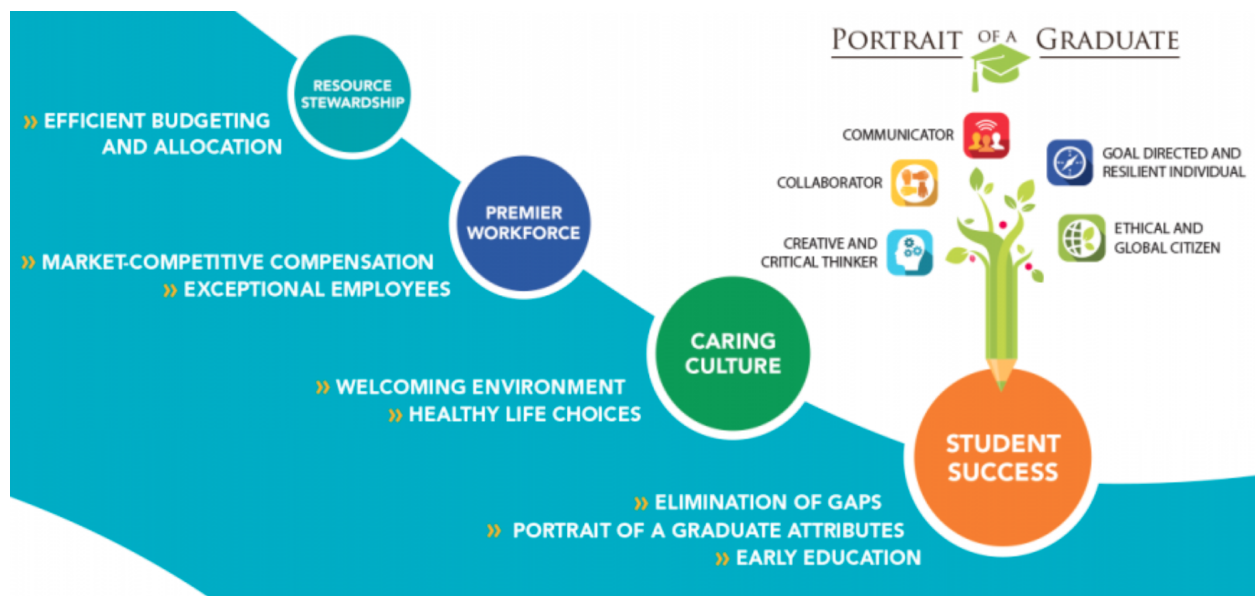
As we transition to a “new normal,” we must be flexible and responsive in order to address new issues that the pandemic has created, and old, unheard concerns that the pandemic illuminated. The goals I have created are designed to discover and begin to address the learning and actions we need to meet this challenge. I’m very excited to begin this transformative work together!

Vision Statement



Goal Summary

- **Goal 1:** Engage in learning around the department's culture, history, and operations.
- **Goal 2:** Establish and build positive working relationships with key stakeholders.
- **Goal 3:** Conduct a needs assessment around district professional learning and program needs.



Fairfax County Public Schools. (2019). [Strategic Plan 2019](#) [Infographic].

Entry Plan

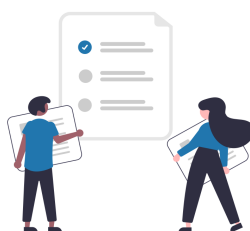
Goal 1: Engage in learning around the department's culture, history, and operations.	
Action	Timeline
Meet with previous Educational Specialist for Professional Learning to discuss successes, challenges, and opportunities from their perspective	Month 1
Introduce myself to and engage in team building with peers and other personnel in similar roles	Month 1
Introduce myself to and engage in team building with teams	Month 1
Meet with IT to learn more about professional development software and systems used in the district	Month 1
Meet with supervisor monthly to discuss expectations of my role, operational procedures, and history of the department	Months 1-3
Attend any staff gatherings or team-building activities	Ongoing



Goal 2: Establish and build positive working relationships with key stakeholders.	
Action	Timeline
Shadow peers (within office and other departments) to determine key stakeholders	Months 1-2
Identify key stakeholders and meet with them (Examples: other departments, specific schools)	Months 1-2
Attend a team meeting for each stakeholder group within the department	Month 2
Determine best communication methods for each stakeholder group and begin regular communication	Month 2
Meet with teams to discuss challenges, opportunities, and hopes for my role from their perspective	Months 1-2
Seek out relationships with previously unheard or underrepresented stakeholders	Ongoing
Develop plan to strengthen partnerships with underrepresented stakeholders	Ongoing

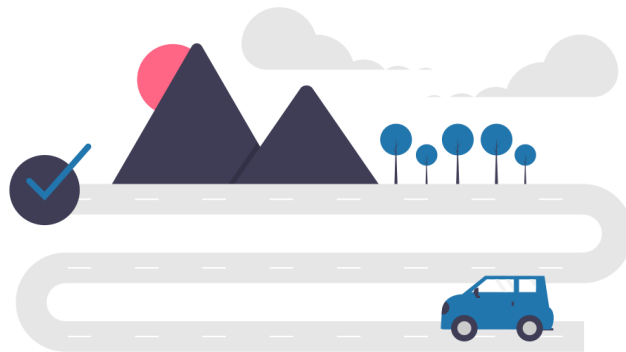


Goal 3: Conduct a needs assessment around district professional learning and program needs.	
Action	Timeline
Meet with previous Educational Specialist for Professional Learning to discuss successes, challenges, and opportunities from their perspective	Month 1
Review available data (satellite, map, and street) about professional development and programming needs for the past 3 years	Months 1-2
Review professional learning budgets and costs for past 3 years and compare to this year's allotments	Month 2
Synthesize learning from meetings with peers, teams, supervisors and other department leaders. Share learnings with supervisor and teams	Months 1-3
Conduct SWOT analysis for current professional learning and programming menu	Month 3
Determine optimal projects to tackle from SWOT analysis and begin planning	Month 3
Initiate regular team meeting with teams to engage in collaborative planning and work on new projects	Month 3
Continue to gather feedback from stakeholders	Ongoing



Next Steps

This entry plan is designed to support my learning about how this position supports schools, students, this and other departments, and wider division goals. As I learn more, the goals and timeline of this plan may need to shift to meet the needs of all stakeholders. New learning will be shared with stakeholders periodically during the next 90 days. My plan is to develop a professional learning menu and budget based on the learning from this entry plan. I will work collaboratively with stakeholders to create and monitor success criteria and evaluation methods, and adjust our work and goals as needed.



Reflection

Creating this 90 day plan really stretched my thinking in a few ways. One of the most important things I have learned is how to think ahead in a new role. When I was new to my current role, I tried to remind myself that I would have a lot to learn and to give myself grace. However, I did not have a plan for how to do that. That would not be acceptable as a leader. I have not had a lot of experience in building a path and vision for a position, so this experience provided me with that.

I also learned how important it is to do research and talk to others about the role. When deciding which role to create a 90 day plan for, I scrolled through Job Opportunities to pick a role. A lot of the feedback I received from the discussion posts asked for more specific information that I could not provide because I was unable to determine who to talk to about the role. For example, someone shared that they would appreciate more specificity about the stakeholders that I want to identify and meet with. However, I am unsure about who these might be, so I wrote that goal flexibly. When I am applying for roles, I have to consider what my research will look like and who I can connect with to find that information. This information will be crucial to my success in the role.

On the other hand, I really enjoyed the idea that a 90 day plan is a flexible, working document. It reminds me that I do not have to be rigid, and can be responsive to the knowledge I am gaining and the people I am working with.