

Professional Learning Community Plan

1. Groups

In an effort to improve shared leadership within the school I am planning to create two teams. The first team I am creating is the Administrative Team. The job of the Administrative team is to make sure everything runs smoothly by making executive decisions. The team will be made up of the Principal, Assistant Principal, and coaches. The role of the Principal is to make sure teachers have all the materials they need to be successful, and make sure teachers are being properly supported as they meet the teaching expectations. The Assistant Principal's role is to handle all teacher, student; teacher, parent; and teacher, parent, student relationships. They are responsible for making sure extreme behavior, truancy, and academic concerns are being taken care of. Coaches' roles are solely to meet the needs of the teachers through academics. The second team is the Academic Team. This team will also include the Principal and coaches in addition to Math specialists, ELA specialists, guided math and guided reading specialists. The role of the academic team is to support teachers by sharing strategies, creating templates to help teachers better organize data, sharing with teachers how to analyze data, and helping teachers find the best time to re-teach or integrate. The specialist on the academic team will be teachers who are still teaching in the classroom. This way teachers have a voice in important decision making.

- **Administrative Team**

Positions	Role
Principal	Provide support and proper materials for teachers.
Assistant Principal	Handle behavior and academic concerns between teachers, students, and parents.
Coach (K-2)	Meet the academic needs of teachers in grades K-2.
Coach (3-5)	Meet the academic needs of teachers in grades 3-5.

- **Academic Team**

Positions	Role
Principal	Provide support and proper materials for teachers.
Coach (K-2)	Lead grade level meetings, and voice teachers concerns and suggestions for grades K-2.
Coach (3-5)	Lead grade level meetings, and voice teachers concerns and suggestions for grades 3-5.
2 Math Specialist (K-2 & 3-5)	Assist teachers in better understanding, planning and teaching the math curriculum for respective grades.
2 ELA Specialist (K-2 & 3-5)	Assist teachers in better understanding, planning and teaching the ELA curriculum for respective grades.
2 Guided Math Specialist (K-2 & 3-5)	Assist teachers in navigating student math data, analyzing data, and teaching in small groups.
2 Guided Reading Specialist (K-2 & 3-5)	Assist teachers in navigating student reading data, analyzing data, and teaching in small groups.

2. Schedule

As shown in the chart below the goal is to have a meeting every Tuesday for all teachers. In this meeting specialists will present a new strategy, and/or give a new way of collecting or analyzing data. Teachers will have at least a week to implement the new strategy after receiving the expectations along with materials before discussing the results with coaches. After listening to the presentation, discussing misconceptions, and asking questions, teachers will have time to add the new implementation to their planning. Within the next week coaches will observe teachers and their implementation. The following week during the grade level meeting with coaches, teachers will share

their success, failures, and ask questions to improve. Coaches will use this time to share findings in their observations.

I propose conducting a trial run and implementing this plan for the first 9 weeks of school with consistency. After the first 9 weeks the Academic team will provide teachers, and administration with a survey giving feedback on if the new Professional Learning Community is working. After the first 9-weeks the Administrative & Academic team will meet to decide if the school will continue with this PLC model or return to the previous model.

Week #	Professional Development (Tuesday's)	Grade Level Meeting (Wed., Thurs., Mon. of the following week)
Week 1	Math/ ELA (alternating)	Guided Math/ Differentiation
Week 2	Phonics	Math/ ELA
Week 3	Guided Reading	Phonics
Week 4	Guided Math/ Differentiation	Guided Reading

3. Needs Assessment and Rationale

The above goals were created based on the data collected in the Professional Learning Community Assessment. The school scored lowest in Shared and Supportive Leadership. In the survey 80% of teachers stated they did not feel the principal incorporated advice from staff when making decisions. Incorporating other members of the staff, including classroom teachers, on the Academic Team will allow teachers to be a part of the decision making. Creating an Academic Team in addition to the Administrative Team lends the opportunity for decision making to take place through committees across grade levels and subject areas. Establishing meaningful positions centered around student academic growth and teacher support will level leadership responsibilities eliminating domineering leadership. Having an Academic Team may improve supportive conditions amongst relationships by allowing classroom teachers the opportunity to create new norms for the school.

4. Budget and Resources

Our school's budget is flexible. The CEO of our school's mission is to make sure all students receive the resources needed to have a successful educational journey. In the past four years that I have been at the school we have been able to maintain an adequate amount of Professional Developments for both new and veteran teachers. I

would like to continue to have consultants come in from both Greatminds, and Responsive classroom. Greatmind consultants will help teachers enhance their use of the curriculum, and Responsive Classroom consultants will help enhance classroom management.

Name	Contact information
Greatminds	55 M Street SE Suite 340 Washington D.C. 20003 Phone: 202-223-1854 Fax: 202-449-9504 PD Inquiries Phone: 1-202-823-4340 E-mail: PD@greatminds.org
Responsive Classroom	Michelle Benson Director of Consultative Services and Training michelle@responsiveclassroom.org Phone: 910-568-2099

5. Professional Development Plan to meet the Goals & Objectives

We use three curriculums from the company Greatminds; *Eureka Math*, *Wit & Wisdom*, and *Geodes* in addition to *Foundation* for Phonics. Each of these curriculums are amazing and help teachers to push students to their highest academic potential. In an effort to set teachers up for success teachers need to receive extensive Professional Developments on each curriculum at the beginning of the school year, along with followup Professional Developments throughout the school year. In addition to curriculum we also have access to Responsive Classroom training as we use the responsive classroom approach for classroom management.

6. Dysfunctions.

Creating such a large group of leaders may create a battle of power. To prevent this from happening members of both teams will receive an outline of their role detailing their specific duties. Another dysfunction that may occur is a disconnection between the leadership teams and other staff members in the school. The goal is to make sure each member feels they are a valuable part to the success of the school. To maintain a healthy culture, members of each team along with the staff will participate in team building activities monthly. Some team building activities may include bowling, an escape room, holiday gatherings and more. Keeping a friendly- professional relationship amongst all staff members is important for both professional and student growth.