

Professional Learning Plan for Leader in Me ePortfolios in Elementary Schools (OneYear Plan)

To ensure successful implementation and sustainability of Leader in Me ePortfolios, the plan will be organized into separate phases for each stakeholder group: Administrators, Instructional Coaches, GradeLevel Team Leads, GradeLevel Teachers, and Paraprofessionals & Support Staff. Each group will have tailored support and professional learning objectives, designed to foster collaboration and ensure a smooth integration process across the school.

Phase 1: Administrators (3 Months)

Goals for Administrators:

- Gain an in-depth understanding of the Leader in Me framework and the ePortfolio system.
- Understand their role in supporting teachers and monitoring implementation.
- Develop skills in providing feedback, observing classroom practices, and fostering a culture of continuous improvement.

Activities:

Session 1: Overview of Leader in Me Framework and ePortfolios

- Introduce the vision and goals of the Leader in Me program and the role of ePortfolios in student leadership development.
- Share the yearlong PL timeline and expectations for the school's involvement in this initiative.

Session 2: Supporting Teacher Implementation

- Discuss strategies for providing school wide support, including time management,
- access to resources, and the role of instructional coaches.
- Train on how to conduct classroom observations and provide constructive feedback on ePortfolio use in student learning.

Session 3: Monitoring Progress

- Introduce methods for tracking the effectiveness of ePortfolios, including collecting
- student data, teacher reflections, and observations.
- Explore how to evaluate the long term sustainability of the ePortfolio practice in their schools.

Ongoing Support:

Monthly Check Ins: Administrators will participate in monthly meetings to monitor schoolwide progress, address challenges, and celebrate successes.

Collaborative Planning:

Encourage principals and vice principals to meet regularly with instructional coaches to ensure alignment with district goals and teacher support.

Phase 2: Instructional Coaches (3 Months)**Goals for Instructional Coaches:**

- Build capacity to support teachers in implementing Leader in Me ePortfolios.
- Learn how to coach teachers effectively through the integration process.
- Develop a strong understanding of the leadership and reflection components of ePortfolios.

Activities:**Session 1: Introduction to Leader in Me ePortfolios**

- Overview of the ePortfolio system, its integration into the Leader in Me framework,
- and how it fosters student leadership.
- Engage in practical activities to understand how teachers will use the system in their classrooms.

Session 2: Coaching Strategies for ePortfolios

- Equip instructional coaches with tools and strategies to support teachers in the implementation process.
- Discuss how to provide personalized support to teachers struggling with different aspects of the ePortfolio setup and usage.
- Review how to lead professional learning communities (PLCs) that focus on ePortfolio integration.

Session 3: Reflective Practices and Data Analysis

- Introduce methods for using data (from ePortfolios) to guide reflective practice and improve teaching methods.
- Teach how to analyze student progress and help teachers adjust their approaches accordingly.

Ongoing Support:

Weekly Coaching Sessions: Coaches will have regular one on one check ins with teachers to provide feedback, address challenges, and share resources.

Monthly PLCs:

Host monthly professional learning communities where coaches can gather teachers from different grade levels to share experiences and solutions.

Phase 3: GradeLevel Team Leads (4-6 Months)

Goals for Team Leads:

- Take on a leadership role within their grade level teams to facilitate the implementation of ePortfolios.
- Become expert users of the ePortfolio system to model best practices for their colleagues.
- Serve as a resource for troubleshooting and providing peer support.

Activities:

Session 1: Overview and Leadership Training

- Train team leads on how to manage the implementation process at the grade level, including time management and resource allocation.
- Discuss strategies for fostering collaboration within their grade level teams and ensuring that ePortfolios are being used effectively by all teachers.

Session 2: Advanced ePortfolio Strategies

- Focus on the specifics of aligning the ePortfolio system with grade level curricula
- and leadership development goals.
- Demonstrate advanced features of the ePortfolio platform, including goal setting, student reflection, and personalized feedback.

Session 3: Supporting Peer Teachers

- Train team leads in coaching and mentoring strategies to help their peers in overcoming challenges related to ePortfolio implementation.
- Develop strategies for providing constructive feedback and supporting colleagues in adjusting their teaching practices.

Ongoing Support:

BiWeekly Team CheckIns: Team leads will meet regularly with their grade level teachers to track progress, address challenges, and refine ePortfolio practices.

CrossTeam Collaboration: Team leads will meet with other grade level leaders to ensure consistency in ePortfolio usage across the school.

Phase 4: GradeLevel Teachers (4-6 Months)

Goals for Teachers:

- Master the technical aspects of ePortfolio creation and integration into daily instruction.
- Use ePortfolios as a tool for student reflection, goal setting, and leadership development.
- Continuously refine their practice through collaboration and ongoing support.

Activities:

Session 1: Introduction to Leader in Me ePortfolios

- Training on setting up student ePortfolios and integrating leadership development into classroom activities.
- Overview of how ePortfolios can be used to track academic progress, leadership goals, and student reflections.

Session 2: Integrating ePortfolios into Curriculum

- Work through curriculum integration strategies to align ePortfolios with academic lessons and school goals.
- Teachers will develop lesson plans that incorporate ePortfolios and create sample student reflections.

Session 3: Assessment and Feedback

- Discuss how to assess student progress through ePortfolios, including the use of rubrics and peer feedback.
- Provide examples of how teachers can use data from ePortfolios to adapt their teaching strategies and better support students.

Ongoing Support:

Monthly PD Sessions: Teachers will attend monthly PD sessions to deepen their understanding of the ePortfolio system and refine their implementation strategies.

Peer Feedback Groups:

Teachers will participate in collaborative groups where they can review each other's ePortfolios, share feedback, and provide mutual support.

Phase 5: Paraprofessionals & Support Staff (4-6 Months)

Goals for Paraprofessionals & Support Staff:

- Understand the role they play in supporting students with ePortfolio development.

- Learn how to assist students in creating and reflecting on their ePortfolios.
- Provide targeted support for students who need additional guidance in using the platform.

Activities:

Session 1: Introduction to Leader in Me ePortfolios for Support Staff

- Overview of the Leader in Me framework and how ePortfolios align with leadership development goals.
- Provide training on supporting students in using the ePortfolio system and assist with technical aspects.

Session 2: Supporting Student Reflection

- Teach paraprofessionals and support staff how to guide students in their reflective practices within the ePortfolio system.
- Develop strategies for supporting students with diverse learning needs, ensuring that they can engage meaningfully with their ePortfolios.

Session 3: Collaborating with Teachers

- Discuss how support staff can collaborate with teachers in assisting students with
- goal setting, reflections, and navigating the ePortfolio platform.
- Provide strategies for communicating student progress and challenges to teachers and administrators.

Ongoing Support:

Regular CheckIns: Paraprofessionals and support staff will have monthly meetings to discuss strategies for supporting students and share best practices.

Peer Learning Sessions:

Organize quarterly sessions where support staff can collaborate on strategies to help students maximize the potential of their ePortfolios.

This phased approach ensures that each stakeholder group receives tailored training, support, and opportunities for collaboration, ensuring the successful implementation and sustainability of Leader in Me ePortfolios over the course of the year.