



Personalizing Professional Development Pewaukee School District

Background: The most powerful adult learning is voluntary and meaningful to the learner. With that concept in mind, and building off of feedback from our faculty, we are implementing an approach to professional development designed with the following goals in mind:

- Enhance meaning and engagement for our faculty in relation to professional learning
- Empower faculty to choose topics of focus to grow practice in support of continuously improving student learning
- Implement a process that increases the level of choice for faculty and addresses district and building level needs for training and curriculum development

The feedback from the faculty on improvements and preferences in professional development included the following elements:

- Provide more opportunities for choice
- Increase opportunities for staff to work collaboratively in teams
- Allow time for processing and applying concepts presented during professional development activities

With these goals and feedback objectives in mind the District has revised the agenda and approach to the five professional development days that take place during the school year (see [sample agenda](#)). Faculty will have options on areas of focus and approach to professional development as outlined below:

- **PD Hours:** As a management tool that will allow for both flexibility as well as monitoring and accountability we will utilize an hour based system to establish expectations. These hours come in the form of stand alone *PD sessions* and/or *PD strands* that are designed to deepen knowledge in a specific area of focus over the course of the year (see below). These sessions will be provided by Learning Coaches, administrators, and other faculty who propose to run a session or strand. The schedule will allow for a maximum of 15 hours of PD from faculty selected strands or sessions during the school year. The minimum hour expectations outlined below provide staff opportunity to schedule their days to include time for planning and application. Those expectations are as follows:
 - *Teachers/staff not serving on a Curriculum Evaluation & Renewal (CER) Team* must complete a minimum of **8 PD hours** over the course of the year or complete a Collaborative Team Based PD plan (see below)

- *Teachers serving on Phase 1 or Phase 2 CER Team* must complete a minimum of **4 PD hours** over the course of a year or complete a Collaborative Team Based PD plan
- *Teachers serving on Phase 3 CER Team* must complete a minimum of **6 PD hours** over the course of the year or complete a Collaborative Team Based PD plan
- [Collaborative Team Based PD Plan](#): Collaborative teams may submit a proposal to use the time in an area of focus. The plan must include new learning and application of that learning. The plan is submitted for approval to the appropriate administrator and includes the need to establish agendas and minutes from each PD day's activities. Staff may choose to complete a plan and attend PD sessions if desired.
- **PD Sessions**: A PD Session may be a stand alone learning session on a topic of interest such as a technology based training on the use of a specific tool. These sessions may be offered one time or may repeat on subsequent PD days but the content would not change.
- **PD Strands**: A PD Strand is an area of focus that builds progressively over several PD days or potentially the entire year. The idea of the strands is to go deeper and provide an area of focus that includes an assumption of application of strategies with students.
- **PD Sign-up**: A Google form will be deployed several weeks prior to PD days to allow session and strand instructors to plan accordingly. This form will populate a spreadsheet that will track the number of hours accumulated by each staff member over the course of the year.
- **Required Training**: At times there will be required trainings that different groups must complete. Some of these trainings will be included as meeting expectations for required PD hours and some will not. This will be determined administratively and denoted on the agenda.
- **Wellness Hour**: We will again be offering wellness time for the last hour of PD days. This time will be organized by the PSD Wellness Committee.
- **Facilitators**: Sessions and/or Strands may be led by Coaches, Administrators, or other faculty. Non-Coach / Non-Administrators leading approved strands or sessions get double hour credit due to the prep / workload of leading PD.

What are the expectations if I have time in my day if I am not in a PD session or strand, or working on Collaborative Team-based PD? The design of the Personalized PD system is to provide faculty some flexibility to manage some of the time on PD days to best meet your needs. For teachers not on CER teams, there is approximately 15 hours of capacity to participate in PD activities, yet the minimum requirement is for 8 hours. The feedback we heard from staff included the desire to have time to process, plan, and apply concepts learned during professional development. Furthermore, feedback from the staff identified working in teams as the most preferred mode of learning. So staff members are able to be selective in the use of some of this time as long as the minimum number of hours of professional development are satisfied by the end of the school year. ***This additional time is to be used to work***

collaboratively (team of 2 or more) on curriculum, assessment, instruction, SLO's, PPG's, and/or any areas related to district or building strategic initiatives.

Feedback: This new approach to PD is designed to better support the professional growth obligations of all faculty. We will survey staff periodically as well as seek informal feedback to improve the process as we move forward. We are excited to work together as we move down the path of more personalized professional development!