**Tool #19: Title IIA Professional Development Planning**

*This template is a tool that Catholic school principals can use to identify and plan data-driven professional development goals and opportunities for their teachers and staff.*

**Planning Team:**

The plan should be developed through collaboration with teachers and other school personnel. Please list all planning team members, as well as their titles, below.

**Professional Development Needs Assessment:**

Indicate the data sources you will use to conduct a Professional Development Needs Assessment

\_\_\_\_\_ Student achievement data (MAP, etc.)

\_\_\_\_\_ Teacher formation tool/observation data

\_\_\_\_\_ Accreditation goals/ report data

\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Professional Development Needs Assessment:**

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| **Data Source** | **PD Need Identified** | **Evidence** |
| *Ex: Student achievement data* | *Ex: Instructional strategies for helping students read informational texts* | *Ex: Students in 5 of 6 grade levels scored 15% lower on reading informational texts than on reading literary texts as measured by the MAP.* |
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| **Priority Professional Development Goals**  *Identify 1-2 priority goals based on the data examined above and list them in the space below.* |
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| **GOAL 1:** |  |

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| **Measurable Objective**  *for completing the activity need* | **Activities**  *to meet the identified needs* | **Timeline**  *for completing the activity* | **Resources Needed**  *may include people, materials, etc.* | **Participants**  *in the activity* | **Evaluation**  *How will you measure results?* | **Estimated Cost**  *for all activities* |
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| **GOAL 2:** |  |

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| **Measurable Objective**  *for completing the activity need* | **Activities**  *to meet the identified needs* | **Timeline**  *for completing the activity* | **Resources Needed**  *may include people, materials, etc.* | **Participants**  *in the activity* | **Evaluation**  *How will you measure results?* | **Estimated Cost**  *for all activities* |
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