

# **Professional Development: Needs Assessment, Planning, & Use of Funds**

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## **What is Professional Development?**

Staff development is the term that educators use to describe the continuing education of teachers, administrators, and other school employees. National Staff Development Council  
<http://www.nsd.org/index.cfm>

## **District Needs Assessment [NCLB Law Sec. 2122(c)]**

is based on ---

1. student achievement data collection and analysis;
2. highly qualified teacher data collection and analysis;
3. annual Adequate Yearly Progress data;
4. projections of highly qualified teacher supply in critical areas;
5. teacher surveys and self-evaluations;
6. needs of principals to gain instructional leadership skills to help teachers;
7. assessments by administrators and mentor teachers who evaluate teacher and student performance; and
8. the involvement of teachers, administrators, parents, community.

**The results of the needs assessment are used to develop the professional development plan.**

## **The NCLB Definition of Professional Development [Sec. 9101(34)]**

**includes activities that ---**

1. improve/increase teachers' knowledge of academic subjects, particularly those in the core content areas, and enable teachers to become highly qualified;
2. are an integral part of school and districtwide improvement plans;
3. are aligned with State academic content standards (GLEs);
4. improve teacher classroom management skills;
5. are high quality, sustained, intensive, and classroom focused (not one-day or short-term workshops or conferences);
6. support the recruiting, hiring, and training of highly qualified teachers, including teachers who became highly qualified through State and local alternative routes to certification;
7. are developed with extensive participation of teachers, principals, parents, and administrators of schools to be served under this Act;
8. provide instruction in methods of teaching children with special needs;
9. integrate technology into instruction;
10. are regularly evaluated; and
11. are supported by scientifically-based research.

## **District Requirements for Receiving Title IIA funds**

[Sec. 2122(a)(9)]

### **Training must be provided in how to---**

1. address needs of students with different learning styles, e.g., LEP, disabled;
2. improve student behavior in the classroom;
3. involve parents in their child's education; and
4. understand and use data and assessments to improve classroom practice and student learning.

### **In addition, funds must target schools that [2122(b)(3)]---**

1. have the lowest proportion of HQT;
2. have the largest average class size; or
3. are identified for school improvement

**and**

support activities that lead to the elimination of the achievement gap that separates low-income and minority students from other students.

**A list of all allowable activities that may be funded under IIA is found in [Sec. 2123] and in the NCLB Consolidated Application Instructions and Handbook**

## **Professional Development Plan**

A complete professional development plan should include:

Results of Needs Assessment	Person(s) Responsible
Measurable Objectives	Participants
Activities	Evaluation
Timeline	Funding

An optional template is available on the EED website:

<http://www.eed.state.ak.us/forms/forms2.html#PREPARE>

The PD plan should be comprehensive and show coordination of activities funded through all local, state and federal programs. It should also be consistent with school and district improvement plans. The PD plan may cover a period up to 5-years in length.

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