

Professional Development System Evaluation Protocol Instructions for Completing the Action Plan

Introduction

The purposes of Florida's Professional Development System Evaluation Protocol are to:

1. Ensure the highest quality district, school, and faculty professional development systems in Florida to support instructional programs throughout the state.
2. Provide Florida school districts with the methods and protocols needed to conduct ongoing assessments of the quality of professional development in their schools.

The intent is to encourage and support all districts to increase the quality of their professional development systems. Through the application of the 65 Protocol Standards during onsite reviews, the Department may identify some standards in which districts must make improvements. This document provides instructions on the process districts are to use in planning and completing courses of actions for making improvements, through the use of the Action Plan format.

Completing the Form

Follow these steps to complete the **Professional Development System Evaluation Protocol Action Plan for Improvements**.

1. The Action Plan format is available for downloading in Word and PDF format at <http://www.teachinflorida.com/ProfessionalDevelopment/DistrictAdministrators/tabid/67/Default.aspx>.
2. Review the PDS Evaluation Protocol Report for your district's onsite review. Note any standard for which your district received a rating less than 2.0 (ratings of 1.0 to 1.9).
3. Complete the identification information at the top of the form (district, contact name, address, phone, fax, e-mail, the date of the review and the date you are submitting the Action Plan).
4. For each standard listed as needing improvement in the report, record the statement of the standard and the rating received during the review.
5. Review the description and rationale for the standard in the **Reviewer's Guide** to the Protocol System. The Reviewer's Guide can be accessed online at <http://www.teachinflorida.com/ProfessionalDevelopment/ProtocolStandards.aspx>.
6. Determine what steps the district will take to make improvements in the standard. You may wish to work with others in your district to determine the most effective strategies to use. Forming a committee to address these standards, as well as other improvements to the Professional Development System, may increase the resources available to make the changes. List the steps the district will take in the section labeled Action Planning Tasks.

7. Assign responsibility for each task to a person. This person may not actually complete the task, but will be responsible for ensuring the task is completed on time.
8. Identify a realistic timeframe in which to make the planned changes. In the section labeled Implementation Dates, record the month in which the district plans to begin the step and the month in which the step should be completed. Repeat this process for each standard in need of improvement.
9. Send the completed Action Plan form within 45 days of receipt to:

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Tallahassee, FL 32399
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Follow-up Action

The Department will review the Action Plan submitted by your district and inform you of any changes that may need to be made in the Action Plan. Department approval should be provided within one month of receipt of the Action Plan.