



PROFESSIONAL DEVELOPMENT DAY AGENDA

- I. General meeting – discuss items that site administrators need to address.
- II. Teachers meet by grade level or subject
 - A. Identify one of the following and discuss using data:
 1. The next unit of study
 2. The most difficult unit of study as determined by teacher experience
 3. The unit of study causing students the most difficulty as identified by local, state, or national test data
 - B. Identify what students should know, recognize, and be able to do in the selected unit (Specification Sheet).
 - C. Identify how long it should take to teach the selected unit (Benchmarks).
 - D. Determine what and how to assess the material on the selected unit to help ensure consistency (portability) and fairness between classes of the same grade level or same subject (Test Blueprint).
 - E. Using data, identify topics within that selected unit in which students traditionally experience difficulty.
 - F. Share with each other successful teaching strategies to overcome those difficulties and/or deficiencies.
 - G. Share content knowledge, resources, and expertise to address student success in the identified unit.
 - H. Using data, discuss ways to involve special education or ELL facilitators if specific student populations are not experiencing the same success as the general population.
 - I. Using data, examine the results interim tests and teacher made tests to determine strengths and weaknesses of student's understanding of subject matter.
 - J. Identify students not meeting proficiency on standards and a plan to remediate those students.
 - K. Identify what instructional practices you will change for next year to correct these deficiencies and improve student achievement.

An agenda such as this will focus the professional development day's activities on teaching and learning using data. This agenda cannot be discussed in a one or two hour meeting, almost the entire day should be set aside for these discussions.

This agenda requires classroom teachers to discuss what they teach, how they teach it, student performance, and implementing instructional strategies that lead to increased student achievement.