Task Requirements

Task 3: Professional Learning

In this task, you will be focusing on a situation in which you were able to inform and facilitate the design and implementation of a coherent, integrated, embedded, and differentiated professional learning plan based on assessed student and teacher needs.

Standards Measured in This Task

This task addresses Teacher Leader Model Standards: Domain 3.

Promoting Professional Learning for Continuous Improvement

The teacher leader understands the evolving nature of teaching and learning, established and emerging technologies, and the school community. The teacher leader uses this knowledge to promote, design, and facilitate job-embedded professional learning aligned with school-improvement goals.
What Do You Have to Do for This Task?

For this task, you must submit the following evidence.

1. Written Commentary of a maximum of 15,000 characters (equivalent to five pages typed) that
   • responds to all guiding prompts;
   • references your artifacts to support your written evidence; and
   • describes, analyzes, and reflects on the evidence.

   Select a situation different from those selected in any other task. You may use work from the previous two years.

2. Artifacts

   The required artifacts for this task:

<table>
<thead>
<tr>
<th>Required Artifact</th>
<th>Maximum Number of Pages</th>
<th>Textbox Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional learning plan</td>
<td>2</td>
<td>3.1</td>
</tr>
<tr>
<td>Documentation of feedback you received from students, teachers, and/or administrators</td>
<td>2</td>
<td>3.1</td>
</tr>
<tr>
<td>Materials that document the plan’s coherence, integration, and/or differentiation, addressing two of these three characteristics</td>
<td>3</td>
<td>3.1</td>
</tr>
</tbody>
</table>
How to Submit Your Evidence
- Upload your artifacts into your Library of Artifacts.
- Refer to the artifacts in your Written Commentary.
- Attach the artifacts to your Written Commentary within the appropriate textbox.

How to Compose Your Written Commentary
This task has three textboxes that are evaluated to provide a total score, each with guiding prompts to help you provide evidence that supports your response. Your response needs to address all parts of each of the guiding prompts.

- Textbox 3.1: Design of the Professional Learning Plan
- Textbox 3.2: Analysis, Implementation, and Impact of a Professional Learning Plan
- Textbox 3.3: Feedback and Analysis

Please read the guiding prompts in each textbox before responding. Use the guiding prompts to compose your response. Remember to include any required artifacts.
Textbox 3.0: Preliminary Activity

This part of your submission will not be evaluated.

Your response must be limited to 1,500 characters (equivalent to one-half page typed). No artifacts can be attached to Textbox 3.0.

Briefly describe the professional learning plan you have identified based on a needs assessment of students and teachers and the connection of the plan to school/district goals. You do not have to submit the needs assessment; its purpose is to provide perspective for the professional learning you design. The needs assessment for this task can be formal or informal and may be something your district already uses.

Type your response in the textbox below.
Textbox 3.1: Design of the Professional Learning Plan

Guiding Prompts

a. How did you use the information from the needs assessment to inform and facilitate the design of a professional learning plan within your school/district? Explain how you involved colleagues and school administrators in the design process.

b. What is the goal of the plan? How is it aligned with the school/district goals and/or improvement plan? Why is the goal significant?

c. What are the components of the professional learning plan, and how do they connect to the teachers’ needs and student learning?

d. How is the professional learning plan embedded within the school/district culture?

Provide examples to support all your responses.

Required artifacts for this textbox:

- Professional learning plan (maximum of two pages)
- Documentation of feedback you received from students, teachers, and/or administrators (maximum of two pages)
- Materials that document the plan’s coherence, integration, and/or differentiation, addressing two of these three characteristics (maximum of three pages)

Type your response in the textbox below.
Textbox 3.2: Analysis, Implementation, and Impact of a Professional Learning Plan

Guiding Prompts

a. How did you facilitate the implementation of the professional learning plan? How does the plan foster coherent, integrated, and differentiated professional development?
b. What resources were used to meet the professional learning goals? How did you utilize or facilitate the meaningful use of technology and/or media literacy?
c. What feedback did you provide to support your colleagues during the course of the professional learning process?
d. How did this professional learning plan affect the students and teachers? Include references to data and/or feedback you collaboratively collected, analyzed, and used with colleagues to support your evaluation.

Provide examples to support all your responses.
Textbox 3.3 Feedback and Analysis

Guiding Prompts

a. How will the feedback you received from students, teachers, and/or administrators as well as your analysis of this feedback inform and facilitate the design and implementation of future professional learning? Provide examples to support your response.

b. Based on what you learned from this experience, what supports (e.g., time, resources) would you advocate for promoting sustained professional learning? Provide a rationale.

Type your response in the textbox below.

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