

Implementing a Professional Learning System Checklist

The list of indicators in this rubric is designed to generate thinking as you embark on designing and implementing a professional learning program to support a professional learning system in your local. Not all indicators may be applicable at any given time, but should help establish that you have covered sufficient ground to ensure a successful program. For more information, or to get support on starting a program in your local, visit aftpd.org.

Initial Steps to Design and Implement a Professional Learning System

Developing and communicating a vision for professional learning is an essential building block of developing a professional learning system.

The local has:

- Identified the role of the program in the local
- Set goals that will determine success
- Articulated roles and responsibilities to all stakeholders
- Allocated resources for the program
- A clearly defined application process to identify educators with leadership qualities
- A peer review process—peers respond to a variety of questions regarding the applicant
- A plan to build the local trainer pool
- Clearly outlined trainer responsibilities
- Secured the budget to send trainers to SEA and support the local program

- A communications plan to inform members about the program to show the effect it can have on their profession and the decisions that affect their profession
- Drafted a plan to use the program to elevate educators through leadership roles
- Identified a target audience to which the professional learning information will be marketed
- Begun to build relationships and partnerships with the district around professional learning
- Begun to build relationships and partnerships with the local universities, if possible, to grant credit for courses taken in the program
- Addressed concerns of logistics and program accessibility

Continuous Learning

Learning does not stop because the Summer Educator Academy where trainers received their training is over. Successful professional learning and the establishment of a professional learning system require continuous learning and assessment.

The local has committed to:

- Participate in post-SEA webinars
- Be mindful of sustaining the program and the relationships that contribute to its success
- Periodically assess the appropriateness of the content at the time it is being offered

Governance Structure: First Steps

- The program has the approval of the executive body
- Building reps and the general membership have been informed of the plan to implement the program and its benefits
- The executive body has approved a line-item budget for program implementation
- The LSC has been identified
- The LSC has received basic training on starting up and implementing a program

AFT PD Training Process

- The needs of the local have been identified through focus groups, survey, district priorities or some other reliable means
- Local trainers have been identified based on local needs and district priorities
- There is a budget to support this endeavor
- Plans are being made to send individuals to SEA
- Local is committed to continuous learning and will participate in AFT-sponsored activities that support continuous growth and expansion of their PD program

