DOINGWHATWORKS

SAMPLE MATERIAL

Professional Development and Training Expectations

Shotwell Middle School, Texas

Topic: Using Student Achievement Data to Support Instructional Decision Making

Practice: Data-Driven Culture

Shotwell Middle School's administrative team has a well-articulated approach to differentiating professional development and training staff to support data use for instructional decision making. This *Professional Development and Training Expectations* table, prepared by the leadership team, lists topics for professional development and the staff who participate in each topic.

All stakeholders—principals/assistant principals, teachers, other staff, and information technology staff—participate in professional development regarding avoiding common data analysis and interpretation mistakes, entering data, and ensuring data transparency and safety. However, technology staff do not participate in topics such as using data to modify teaching and learning practices, using data to answer questions about student achievement, and organizing time for collaborative data discussions.

This sample material can serve as a template to ensure professional development and training opportunities are aligned to individuals' roles and needs.

SHOTWELL ACADEMY: Professional Development and Training Expectations

Professional Development and Training	Principals	Teachers	Other Staff	Information Technology Staff
Avoiding Common Data Analysis and Interpretation Mistakes	X	X	X	X
Data Systems Use - Avoiding Common Mistakes	X	X	X	X
Data Systems Use - Entering Data	X	X	X	X
Data Systems Use - Reporting Capabilities	X	X	X	
Data Transparency and Safety	X	X	X	X
Encouraging Staff Leadership	X	X	X	
Fostering a Culture of Data-Based Decision Making	X	X	X	
Identifying Needs for Staff Professional Development Opporotunities	X	X	X	X
Interpreting Data in an Educational Context	X	X	X	
Organizing Time for Collaborative Data Discussions	X	X	X	
Understanding and Using the Cycle of Instructional Improvement	X	X	X	
Using Data to Answer Questions About Student Achievement	X	X	X	
Using Data to Modify Teaching and Learning Practices	X	X	X	