

Professional Development Planning Guidance

In order for all students to achieve grade-level standards, teachers must be trained and supported on the use of high quality curriculum. Each year, LEAs build a plan to ensure that all teachers receive training and ongoing support. The LDE recommends that teachers engage in the following:

- **Content Leader redelivery of content modules** that provide ELA and math teachers support in preparing for delivering instruction and using a high-quality curriculum
- **Unit preparation** includes collaborative planning amongst fellow teachers for units takes place during common planning time

The following tools will support districts as they build their plans:

1. [Planning template](#): Provides a tool for reflection and PD planning. **CIR schools are required to submit the template in Super App.**
2. [Sample calendar](#): Provides an example of how the following activities can be mapped out across the school year.
3. [Instructional support team guide](#): Provides an overview of instructional support roles and their functions.
4. [Guidance for collaborative planning](#): Outlines the number of units per curriculum, per grade level within high quality curriculum.

Content module redelivery

Definition:	Content modules, currently available for ELA and math, provide teachers with an understanding of how the curriculum is designed, its connection to the standards, and key instructional practices. Time that was previously used for vendors to provide general teacher professional development should be reallocated for content module redelivery.
Audience:	All teachers—including special education, English language, and reading interventionists should attend in the grade bands below. ELA grade bands: 3-5, 6-8, 9-12 Math grade bands: K-5, 6-9 Science grade bands K-12
Timeline:	36 hours of training in both ELA and Math that can be delivered as full or half-day professional development over the course of the school year. For a recommended timeline of delivery, see the Sample calendar Teachers delivering instruction for multiple subjects should attend content module redelivery for one subject per year.
Provider:	Content Leader

Unit preparation

Definition:	Unit preparation allows teachers to effectively deliver daily instruction. This preparation includes actions such as analyzing end of unit tasks, reading all the texts in a given unit and using prompts in curriculum to discuss texts with peers or identifying where within the lesson students will struggle and planning for how to support students.
Audience:	All teachers—including special education, English language, and reading interventionists should attend
Timeline:	Ongoing throughout the school, during common planning. Teachers should have time set aside prior to each unit for unit unpacking. Teachers should plan collaboratively at least once per content area per week.
Provider:	Content Leader, Intervention Content Leader, designated instructional leader, or vendor