

Decision Making About School-Based Professional Learning

Leadership teams can use this tool to clarify or prepare a process for making decisions about school-based professional learning.

- PURPOSE** To review, evaluate, adjust, and develop a process for decision making about school-based professional learning
- PRODUCT** A charge statement regarding decisions about schoolwide and team-based professional learning
- PARTICIPANTS** School leadership team, including representatives of teachers, and support and administrative staff
- MATERIALS**
- Meeting agendas
 - Current professional learning decision-making process
 - List of questions to guide data analysis
 - List of charge statement elements
- TIME** Three hours
- PROCESS**
- Step 1**
Review the current process for decision making about school-based professional learning, including schoolwide, team-based, individual workshops, book studies, coaching, inquiry cycles, PLC-related topics, and so on. Consider the full range of learning experiences and how decisions are made about them.
- Step 2**
Ask participants the following questions to query their understanding of the current process for making decisions about professional learning.
- “What is working regarding staff engagement in decisions about their professional learning? What evidence supports these findings?”
 - “What aspects of the decision-making process about professional learning merit revision or clarification based on the data?”
- Step 3**
Write a charge statement regarding decisions about professional learning. A *charge statement* includes the following elements.
- Names of participants, including the selection process, tenure of term, representation
 - Purpose of the team
 - Scope of decisions and responsibilities (data gathering, communication with stakeholders, representation of stakeholders, oversight for implementation, evaluation of effects, and so on)
 - Frequency and length of meetings
 - Level of decision making such as final decisions, recommendation (and to whom), and so on
 - Timelines for decisions

PROCESS Step 4

(cont.) Share the charge statement for review with the whole staff. Before finalizing the process for making decisions about professional learning, share the draft charge statement with the faculty for their input, questions, and suggested revisions.

Step 5

Using the input from staff, the leadership team revises the charge statement as appropriate. In some cases, it will be helpful to repeat step 4 for another review by the staff or staff representatives to ensure the revisions reflect staff suggestions. Once completed, post the final charge statement for all staff to access and use.