

# ACTION PLANNER TOOL 7— CLARIFY SPECIFIC PROFESSIONAL DEVELOPMENT GOALS

**Instructions:** Fill in name(s) of the person(s) completing the tool and the date of the final version. Indicate the level of planning (i.e., district, school, team, or individual). Using Tool 5, in column one list the skills and competencies staff need to close student learning gaps. In column two, indicate whether this skill is a strength or gap. In column three, state your PD objectives. For example, “All teachers will achieve X skill or Y outcome” to close a staff gap. Or “Teachers will do X activity at Y frequency” to increase implementation of a strength. Finally, in column four identify how you will measure achievement of each goal. Many award winners use direct assessment of teacher skill/competence and student performance.

Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Level (check one):  District  School  Team  Individual

Needed Teacher Skills/Competencies (Tool 5)	Gap or Strength (Tool 5)	Supporting Professional Development Goals	Measures for This Goal
<i>Example: Gifted-reader instruction techniques</i>	<i>Gap</i>	<i>Staff will learn and use gifted-reader instruction techniques to sustain high achievement levels of gifted readers</i>	<i>% top scorers maintain/increase scores; staff knowledge of gifted-reader teaching techniques; frequency and quality of use by staff of gifted-reader teaching techniques</i>

