

School/District Improvement & Professional Development Plan



This Improvement & Professional Development Plan template should be used as a guide for planning and implementing systemic change in a school or district. Each step of the OIP process is included and color-coded throughout the template and should be thoughtfully considered (see OIP 5-step wheel on the left). This completed document should be routinely revisited by DLT, BLT, & TBT members to ensure awareness and alignment of school and district goals and priorities.

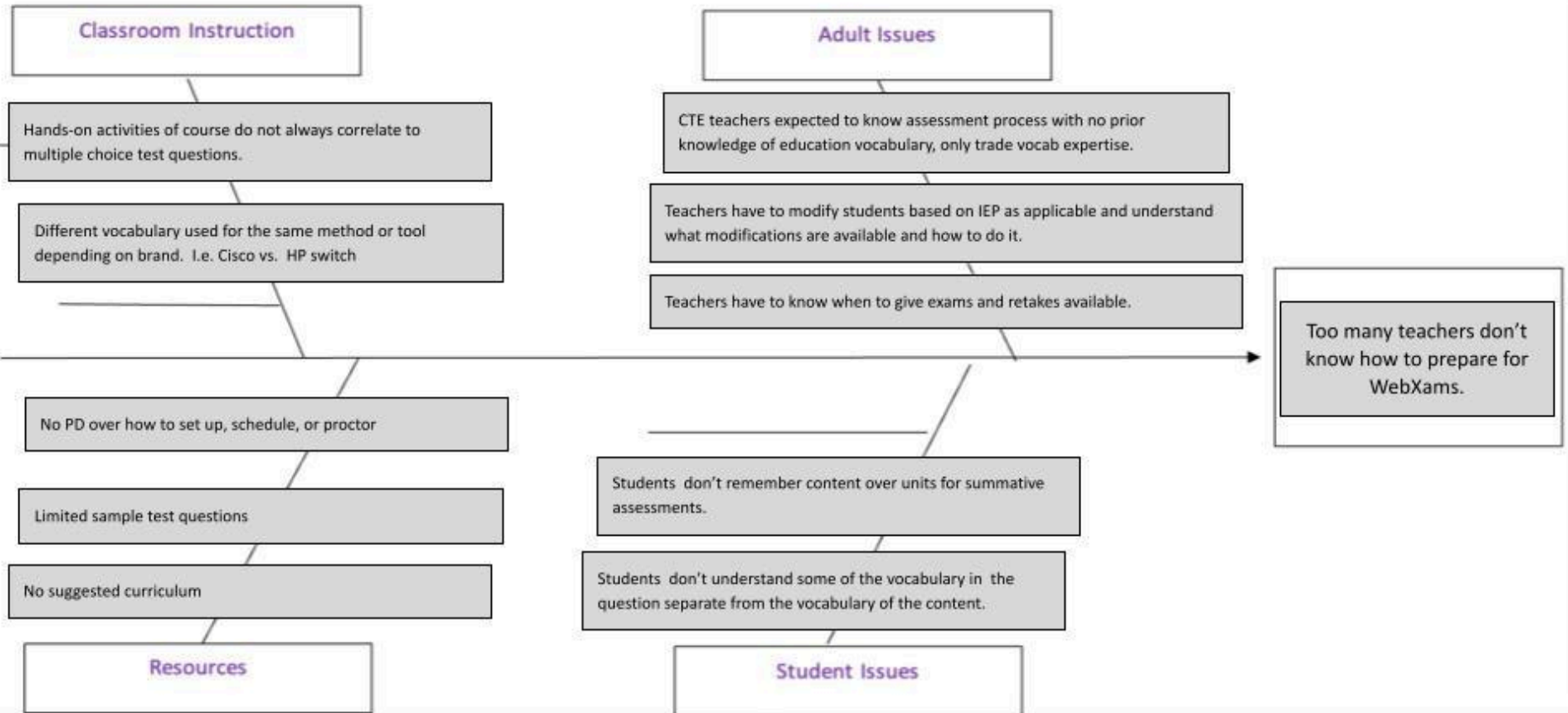
STEP 1 Needs Assessment

See next page

Activity 5a

The Fishbone Worksheet

1. In the "fish head" indicate the problem of practice.
2. The Primary Drivers, or big picture areas that impact your goal, are provided for you and filled in the box. Identify Secondary Drivers, or structures or process, that could go under each Primary Driver.



STEP 2 Solution

I did find a published study in the Online Journal for Workforce Education and Development regarding using the pretests and midterm assessments to individualize plans for students preparing for Career Technical Education exams. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 relies on professional development to achieve goals. Perkins IV legislation requires that standards-based technical assessments be administered and that each state's implementation plan describe how professional

development will assist in accessing and utilizing data including occupational information, student achievement data, and data from assessments. Due to these requirements training the staff about WebXam delivery and preparation is supported by research.

STEP 3: Implementation

Goal: Train instructors how to use pre-test data to plan their lessons.

What action steps need to be taken to achieve the goal?	Resources Needed (Possible Barriers / Capacity Considerations) *L = Limitations, S=Strengths	Who is responsible for implementation & progress monitoring?	STEP 4 Progress Monitoring Tool & Frequency	By Date:
OSPD: 2, 5, 6	OSPD: 3, 5, 6	OSPD: 1, 2, 3, 6	OSPD: 4, 7	
Workshop for teachers to order pretests and schedule students to take them.	Step-by-step instructions. PO for purchasing tests/inventory of pretests in teacher accounts.	DLT	Director of curriculum and testing will verify all teachers were able to request/order their pretests and schedule students.	August 30
Teachers will administer pretests to students	Teachers will use system to schedule tests, method for giving students login access codes	TLT	Supervisor or department head will verify tests were administered	Sept 7
Teachers will meet with team to review data from pretests	Reports from pretest	TLT	Supervisor or department head will meet with small groups to review the data	Sept 10
Professional development session to look at data and show instructors where to find test blueprints	Link to test blueprints	DLT	Director of curriculum and testing will send a link to each instructor where to find their test blueprints.	Sept 10
Teachers will attend CETE teacher review	PO for travel, sub for teacher,	DLT	Director of curriculum and testing will register teachers to	Oct 16

	https://news.webxam.org/calendar/		review the tests with CETE	
Teams will look at Blueprints, curriculum, and pretest data to determine areas of focus	Curriculum outline of district approved materials	TLT	Department head will lead conversation of aligning curriculum with the blueprints and what students' test scores indicate regarding areas of focus. (monthly)	Jan 15
Teams will review pacing alignment to what needs to be covered and if there are blueprint items that need to be addressed because their importance on the assessment	Blueprint and pacing to date, if on track	TLT	Department head will touch base with small teams to see if there are any questions and if new teachers are on pace and if existing teachers need supports with new competencies	March
Teachers meet to verify how to provide post test	System login, method for giving students login access codes	DLT	Review with teachers if there are any needs before providing final test and that teachers understand retake policy as well as troubleshooting with online tests	April
Teachers meet to review post tests	Post test results	TLT	Department head reviews how to read post test objectives, discusses alignment to pre-test, pacing guide, and blueprint	May

STEP 5: EXAMINE, REFLECT, ADJUST

Action Step	Progress Monitoring: Expected Results	Progress Monitoring: Actual Results	Next Steps
	OSPD: 3, 4, 7	OSPD: 3, 4, 7	OSPD: 1, 6, 7

<p>Review of teachers who met goals for post test, those who didn't</p>	<p>Goal 1: 90% of students in CTE programs will show mastery of the content by passing the WebXam for the selected course by the second attempt by May of the end of the school year.</p> <p>Goal 2: 90% of the instructors of a CTE program will have an understanding of how to align their test blueprint to lesson delivery by using pretest results to find areas of focus by the end of the school year to refine for future school years.</p>	<p>WebXAM passage rates will represent if both goals are being reached.</p>	<p>Teachers who need more support will be connected with instructors at other districts teaching the same curriculum to obtain strategies of how to reach students struggling to meet the course content goals.</p>
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