

PLC Quick Guide

March 2010

Definition of Professional Learning Communities: Professionals learning together to assess and improve student achievement.

Steps for Implementation:

1. As a school staff, discuss and build consensus around the four pillars—mission, vision, values and goals (See DuFour pp. 23-26)
2. The leadership team examines school-wide data and writes 3-4 long range (3-5 yrs) goals (SCIP)
3. Determine yearly school SMART goals based on the long range goals
4. Form PLC groups based on yearly SMART goals (Tip: The most effective teams are 4-6 members.)

During the first two meetings:

- Establish regular meeting times (District expectation is a minimum of two, approximately 1-hour meetings per month)
- Create group norms (See DuFour pp. 102-111)
- Based on the school-wide year long SMART Goal, develop a SMART Goal worksheet (See DuFour pp.127-133)
- Assign responsibility for completing the PLC log (Tip: Teams may wish to rotate the roles of facilitator, time keeper, and recorder.)

3 Big Ideas for Professional Learning Communities are:

Collaborative Inquiry
Focused on student learning
Results oriented

General Guidelines for PLC Meetings

Meetings are guided by the SMART goal worksheet.

Activities during the meeting MAY include the following:

What do we want students to learn?

- Review State and District curriculum standards to identify and clarify essential learning
- Create formative assessments aligned with essential learning

How will we know if students have learned it?

- Analyze student assessment data/student work (Tip: Using a protocol may support this process. See Analyzing Student Assessment Data &/or Work Protocol-attached)
- View video clips of instruction for reflection on practice (Tip: Using a protocol may support this process. See Video Share Protocol -attached)

What will we do for students who are not meeting the learning goals?

What will we do for students who have met the learning goals?

- Find or develop specific, research-based instructional strategies to address students' needs
- Adjust instruction based on the agreed upon strategies

(District expectation is that each group will complete the PLC log documenting the actions and strategies the group is implementing to achieve their SMART goals.)

SAMPLE PLC Agenda

(20 Minutes)Reflection and analysis. Each member reflects on their evidence of meeting the short term SMART goal from the previous meeting. Possible reflection questions:

- 1) What are students learning?
- 2) How will we know if students have learned it?
- 3) Analyze student work/student assessment data.

(20 Minutes)Action Steps:

- 1) What will we do for students who are not meeting the learning goals?
- 2) What will we do for students who have met the learning goals?

(5/10 Minutes)Complete: PLC meeting log

SAMPLE Video Share Protocol

20 Minutes: Reflections and Analysis

3 Minutes: Presentation of video sample: Teacher briefly shares context of video clip and asks a focusing question for feedback.

5-7 Minutes: Teacher shows video clip

2 Minutes: Clarifying Questions: Participants ask questions to clarify the context and focus of the video clip for deeper understanding.

7-10 Minutes: Reflection on Video Clip: Teachers respond to focus question and group share on evidence of student learning, ways to support students and what members have learned.

20 Minutes: Action Steps

Team plans the strategies they will use based on the new learning.

5 – 10 Minutes: Complete PLC Log

SAMPLE Analyzing Student Assessment Data &/or Work Protocol

20 Minutes: Reflections and Analysis

5 Minutes: Presentation of work samples or formative assessment data: Teacher briefly shares context of work samples or the information about the assessment tool and the data received. Teacher asks a focusing question for feedback.

3-5 Minutes: Clarifying Questions: Participants ask questions to clarify the context and focus of the work samples or assessment data for deeper understanding.

7-10 Minutes: Examining Student Work Samples or Assessment Data – Teachers respond to focus question and group share on Evidence of student learning, ways to support the students and what members have learned.

20 Minutes: Action Steps

Team plans the strategies they will use based on the new learning.

5-10 Minutes: Complete PLC Log