

Sample Scope and Sequence of Professional Learning Engagement

In this document, you will provide information on a sample scope and sequence of a professional learning engagement. This engagement should represent work done with a past client.

For example, if you had a two year engagement that included Adoption, Initial Implementation, and Ongoing Support for Teachers with Applewhite School District, you would complete a separate template for each one of those types of professional learning, and include the scope (what you covered) and sequence (timeline).

This overview represents the services for one client of the professional learning partner.

Curriculum or Content Area	Literacy	
Type of Professional Learning	Ongoing for Teachers	
Total Cost Range¹	✓ Less than \$50,000 \$50,000 - \$100,000 \$100,001 - \$500,000	\$500,001 - \$1,000,000 \$1,000,000+
District Context	142 K-5 elementary schools Urban setting 5,900 teachers served	

¹ Includes any travel related expenses, etc.

	<p>District aimed to provide intense support for K-5 teachers transitioning to the new core ELA curriculum. The primary goals were to deepen teachers' understanding of evidence-based literacy practices and the Science of Reading (SOR) in the use of the new Benchmark Education literacy program. Benchmark's Professional Development team partnered with the district to identify key outcomes for the initial training. Together, we defined specific training learning objectives and developed a tailored Professional Learning plan, which included district expectations for key stakeholders, a communication plan, and logistics. To ensure the project stayed on track, weekly meetings were held for ongoing communication and planning. Both Benchmark Education and the district created exit tickets to evaluate training objectives and identify next steps. This continuous feedback loop allowed for adjustments and ensured the training met its goals.</p>
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Sample Scope and Sequence

Timing (you may choose to use specific days/months or frequency)	Participants	Name of PL (either specific workshop title, coaching, etc) and format (Virtual, in-person, hybrid)	Description
September-May	K-5 literacy teachers and K-5 school and instructional leaders	Ongoing Topic-Focused In-Person Workshops	Benchmark Education provided customized training modules specific to key literacy topics, such as collaborative conversations, foundational skills, word-study, writing, and using assessment data. All topics were adjusted as needed to meet the needs of the district. These ongoing workshops are 3-6 hours each.

September- May	K-5 literacy teachers and K-5 school and instructional leaders	Ongoing Topic-Focused Virtual Workshops	Benchmark Education provided customized training modules specific to key literacy topics, such as collaborative conversations, foundational skills, word-study, writing, and using assessment data. All topics were adjusted as needed to meet the needs of the district. These ongoing workshops are 2-3 hours each.
December- March	K-5 literacy teachers	Coaching In-Person	Benchmark Education provided comprehensive coaching to ensure teachers master the instructional strategies introduced in the initial training. Sustained coaching ensures long-term success. Benchmark coaches work alongside teachers in their classrooms to reinforce learning, address challenges, and provide feedback, ensuring mastery of skills and knowledge.
December- March	K-5 literacy teachers	Classroom Demonstrations In-Person	Benchmark Literacy Consultants delivered direct demonstrations of Benchmark reading, writing, and phonics lessons with students, allowing teachers to observe the instructional strategies in action. After the onsite demonstrations, the Benchmark Literacy Consultant conducted debrief sessions to analyze

			<p>the lessons, providing guidance and support to teachers. Classroom demonstrations highlight best practices in real-time, giving teachers concrete examples of successful instructional strategies to replicate in their own settings.</p>
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