

Sample Scope and Sequence of Professional Learning Engagement

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

Curriculum or Content Area	English Language Arts
Type of Professional Learning	Initial Implementation
Total Cost Range¹	<input type="checkbox"/> Less than \$50,000 <input type="checkbox"/> \$500,001 - \$1,000,000 <input checked="" type="checkbox"/> \$50,000 - \$100,000 <input type="checkbox"/> \$1,000,000+ <input type="checkbox"/> \$100,001 - \$500,000
District Context	<p>Under 10,000 students in a rural school district with 50 ELA teachers K-5, 12 school/district leaders</p> <p>Overall Goal: Build teacher capacity for the initial implementation of [Curriculum], support high-quality instruction, and improve student literacy outcomes.</p>

¹ Includes any travel related expenses, etc.

Timing	Participants	Name of PL	Description
July (Pre-Implementation)	District Leaders, School Leaders, Instructional Coaches, Teacher Leaders	Strategic Planning Session (In-person/Virtual)	A strategic purpose, vision, and plan are created to align implementation with the district vision for instruction and shared with all stakeholders.
August (4 Days, consecutive, prior to start of school)	K-5 Teachers, Instructional Coaches, Administrators	Initial Implementation Professional Learning (In-Person)	Initial Implementation Professional Learning <ul style="list-style-type: none"> • Day 1 Overview & Foundations • Day 2 Curriculum Deep Dive • Day 3 Implementation Strategies, Access for All • Day 4 Planning Day with On-Site Support from CTL Follow-Up Tasks: Prepare to collect student work samples & formative assessment data from Unit 1.
Beginning of Year	Teachers, Instructional Coaches, Administrators	Celebration of Success (Virtual)	Celebration of successes from the first two weeks of implementation. Follow-up question for teachers: <i>What additional support do you need to implement your curriculum well?</i>
September-December (alternated monthly; estimated at least 3 sessions of each per school year)	Teachers, Instructional Coaches, Administrators	Professional Learning Communities (PLCs) (Virtual/In-Person)	Student Work Analysis Protocol Identify instructional strengths and needs (reflection).
			Collaborative Planning Grade-level meetings to organize instruction and troubleshoot common challenges such as prioritization of units/lessons, differentiation, time constraints with scheduling and writing support.

			<p>National School Reform Faculty’s Protocol for Examining Data (Mid-Unit Assessments, Unit Assessment, and Benchmark Tests) Plan for acceleration, remediation, and enrichment.</p>
<p>October (and Ongoing)</p> <ul style="list-style-type: none"> • Middle of Year • End of Year 	<p>Teachers, Instructional Coaches</p>	<p>Individual Coaching Cycles (Virtual and In-Person)</p>	<p>Planning Session Meet with individual teachers to revisit and refine goals. Plan for the observation.</p>
			<p>Classroom Observation Observers will utilize the <i>CTL Comprehensive Observation Tool</i> to collect evidence for criteria (program materials use and classroom procedures, instructional delivery, assessment, and adapting instruction).</p>
			<p>Reflection Session Meet with individual teachers to review successes and identify areas for growth.</p>
<p>Ongoing</p>	<p>Teachers Administrators Instructional Coaches</p>	<p>Virtual One-on-One 15-minute session, as needed</p>	<p>Virtual office hours are provided for additional support.</p>
<p>Ongoing</p>	<p>Teachers</p>	<p>In-person 30-45 minute sessions</p>	<p>Peer Observations Classroom observations alongside implementing teachers within the school and/or visiting other schools/districts using the <i>CTL Comprehensive Observation Tool</i> and Peer Feedback Guidance.</p>

<p>Biannual (twice per year)</p>	<p>Teachers, Administrators, Instructional Coaches</p>	<p>Whole School Walkthrough</p>	<p>Teams will consist of school leadership and classroom teachers. Teams will use an <i>Implementation Journey</i> to demonstrate foundational knowledge, initial implementation, and/or full operation.</p> <p>Follow-Up Tasks: Staff debriefs key takeaways from the walkthrough and identifies next steps.</p>
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