



pennsylvania
DEPARTMENT OF EDUCATION

Professional Development

*Bureau of Postsecondary and Adult Education
Division of Adult Education Policy*

Subject: **Professional Development**
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POLICY STATEMENT

Programs must maintain well-trained staff by supporting their participation in quality professional development that is linked to program improvement, quality educational services, and increased student learning gains and outcomes.

PURPOSE

Program staff must engage in professional development activities to improve their effectiveness in completing their job duties. Program administrators must support job-embedded professional learning so that staff can implement new knowledge and measure its impact on program improvement and student outcomes.

GUIDANCE

The goal of job-embedded professional development is continuous program improvement to achieve quality programming and improved services to students. Effective job-embedded professional development involves ongoing commitment to supporting high-quality professional development activities, implementation of new knowledge in educational practice, and measuring the impact of such job-embedded professional development. Effective professional development is integrated into organizational goals and supported by the organizational structure.

Professional development includes formal and informal means of assisting staff in:

- Acquiring new knowledge and skills;
- Exploring new or advanced understandings of content, theory, and resources; and
- Developing new insights into theory and application to improve the effectiveness of current practice and lead to professional growth.

PLANNING

- Programs must budget time and resources for professional development.
- The program professional development team must develop the *Program Improvement and Professional Development Worksheet* with support from the professional development system (PDS) consultant and input from a cross-section of staff.
- The program professional development team should work with staff to develop individual plans that include professional development activities that align with the program's overall plan.
- The program professional development team must review, revise, and evaluate the plans on an ongoing basis throughout the program year and at the end of the year to inform the next year's planning.

IMPLEMENTATION

- The program professional development team must work with staff to ensure that knowledge and skills gained from professional development are implemented, follow-up work is completed, and the results are documented.
- Staff new to the field must complete appropriate division-required professional development, which includes induction into the field of adult education and family literacy and completion of the required job-specific introductory course within their first year of employment. Programs should budget the cost for this time when planning to hire new staff.
- Programs must also have their own program-specific on-boarding process for staff.
- Staff must participate in professional development that is related to their adult education or family literacy job duties and contributes to program improvement efforts.
- Programs must provide staff with paid time to participate in professional development activities.
- Programs must have an in-house professional development specialist with current or prior adult education teaching experience who is a proven, effective teacher. This person must have time dedicated in their schedule to meet the duties of the position.
- Programs must provide time and space for teachers to work in professional learning communities (PLCs) for ongoing work on standards implementation and to facilitate continuous improvement in instructors' knowledge and skills.

MONITORING AND EVALUATION

- Programs must maintain records of staff professional development.
- Programs should assess the impact of professional development on classroom activities.
- Staff should assess the quality of professional development services as well as their own learning.
- Staff must complete evaluations of PDS activities to ensure recognition of completion.