



FINAL CHECKLIST: THE BASICS

1. We have included or informed all stakeholders about our professional development and related school improvements (for example: school staff, students, parents, principals, district professional development staff, community members, local association).
2. Our stakeholders support our professional development efforts.
3. We have examined our school's goals and have tried to align our professional development goals with them.
4. Our school leadership and staff understand what skills, knowledge and competencies/behaviors are needed to close gaps between school goals and actual performance.
5. Our school leadership understands the actual current skill, knowledge and competency level of our staff, as well as our target knowledge and competency level.
6. We have researched best practices and have developed a plan that marries best practices with actual needs expressed by staff in the survey.
7. We have used a variety of media to inform our stakeholders about our professional development efforts and have shared the results with our school community.
8. We have committed to evaluating our professional development actions and using feedback to continuously improve our goals.