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Professional Development Plan Template

Directions: Based on your needs assessment results, the outcome of your professional development session, and the analysis of the feedback you received, complete the "Professional Development Plan Template" to create a yearlong technology-rich professional learning program implementation plan for the next school year.

Your plan needs at least five learning opportunities you will implement in a school year, one of which must focus on digital citizenship. You may add additional learning opportunities or materials you developed in previous courses. Note that you will be using ISTE-E standards in this template, rather than ISTE-C standards, because your aim is to curate meaningful, technology-focused professional development sessions for the educators in your school community.

When developing professional development session ideas, it is important to include a strong mix of session types of activities to meet the needs of all students including introverts, extroverts, and ambiverts while providing flexibility and a variety of engaging formats. Consider the following when planning your five learning professional development sessions.

- Will the session be virtual or in-person? Synchronous or asynchronous?

- Will the session be geared toward individual or group activities/work?

- What formats will the session take (presentation, hand-on workshop, webinar, etc.)?

Academic Calendar Month or Session	Technology-Driven Professional Development Session	List of Tools or Resources Needed	Opportunity for Ongoing Educator Support After the Session (25-50 words)	Adult Learning Theories or Principles Associated with the Professional Development Session (25-50 words)

Session 1	• Getting Started with Google Workspace for Education • This hands-on session will introduce educators to the core tools in Google Workspace (Docs, Slides, Forms, and Drive) and how to use them to streamline classroom instruction and collaboration. • 6a, 6b	Google Workspace, projector, demo documents, training slides	Teachers will have access to a shared Google Classroom PD space for tutorials, FAQs, and peer support. Optional drop-in help hours will be offered biweekly.	This session leverages experiential learning theory by engaging educators in real-time, hands-on tasks with immediate application to their own teaching.
Session 2	Digital Citizenship in Action Educators will explore key concepts of digital citizenship, including online safety, media literacy, digital footprint, and responsible communication, and learn how to teach these concepts using Common Sense Education resources. 2a, 2b, 3a	Common Sense Media, videos, discussion prompts, case studies	A digital citizenship toolkit will be provided with lesson plans, family engagement materials, and student activities. Follow-up sessions will address grade-specific implementation strategies.	This session applies andragogy principles by addressing real-world concerns and equipping educators to guide students in navigating digital spaces responsibly.

Session 3	Flipped Learning with Edpuzzle and Screencastify Participants will learn how to create engaging flipped classroom lessons using Screencastify to record videos and Edpuzzle to embed interactive questions for student accountability. 5a, 5b	Screencastify, Edpuzzle, example lesson videos, headphones	Teachers will receive video tutorials, planning templates, and peer collaboration groups to share flipped lessons and give feedback. Optional virtual coaching is available.	Based on self-directed learning theory, this session encourages teachers to take initiative in lesson design and content delivery.
Session 4	Using Data to Drive Instruction with Formative Tools This session will introduce teachers to formative assessment tools like Formative, Mentimeter, and Google Forms to track student understanding and adjust instruction in real time.	Formative, Mentimeter, Google Forms, student devices	A follow-up coaching cycle will be offered, including classroom modeling and data review meetings. Teachers will also be added to a group chat for ongoing tips and Q&A.	Anchored in constructivist theory, this session allows educators to build on their current instructional practices while gaining tools for data-driven decisions.

	7a, 7b			
Session 5	Designing Student-Centered Lessons with Choice Boards and HyperDocs Teachers will explore how to design digital choice boards and HyperDocs to increase student voice, choice, and engagement in learning. Includes time to build and share a draft lesson. 1a, 1c, 5c	Google Slides, Canva, example HyperDocs, templates	Educators will be invited to a monthly digital design cohort where they can showcase lessons, get peer feedback, and collaborate on ideas.	Grounded in transformative learning theory, this session encourages educators to rethink traditional practices and adopt more learner-centered approaches.