

# Implementation Agreement

Name: Debbie Cooke

Component: Implementing Professional Learning Communities

**Implementation agreements guide implementation and help you make decisions about adjustments.**

To accomplish mastery of these learning targets I agree to the following learning process and understand that Master Inservice Points are awarded upon successful implementation of this agreement.

1. **My Professional Learning Targets are:**
  - a. Understand the functions of a PLC
  - b. Use the PLC structure to assist in improving my instruction in writing
  - c. Implement the new writing strategies in my classroom so that my students show improvements in their expository writing skills
2. **Study** is an essential element in professional learning. Study involves reading, viewing, listening, reflection, analyzing, and/or interpreting relevant information about the practice(s) targeted. I will study the following:
  - a. Research on effective practices for professional learning communities
  - b. Instructional strategies shown to improve expository writing
3. **Collegial (team) learning** is a significant part of a professional learning culture. I will engage colleagues/mentors in supporting my professional learning in the following ways:
  - a. Regular active participation in my PLC
  - b. Routine reflection on the effectiveness of the PLC process to my own learning
  - c. Participating in giving and receiving feedback about implementation efforts with team members
4. **Support and feedback** from supervisors is a significant element in a professional learning culture.
  - a. I will inform my supervisor of my learning goals, learning process and implementation plans by the following method(s): Regularly communicating with my building coach and school administrator about my implementation efforts; sharing my own portfolio and my students' portfolios documenting my implementation efforts.
  - b. I will seek the following implementation support from my supervisor(s): I will request permission to participate in outside learning opportunities related to the work of my PLC; seek assistance in identifying electronic resources and school-based resources that may impact the learning of our PLC.
5. **Repetitive Practice** is an essential element of professional learning. I will prepare for repeated practices in use of the targeted practice(s) by these actions:
  - a. Participating actively in the activities of my PLC
  - b. Participating in giving and receiving feedback about implementation efforts with team members
  - c. Sharing my own portfolio and my students' portfolios documenting my implementation efforts
6. **Tracking Progress** is an important part of learning for adults as well as students. How will I track my progress in developing proficiency in the use of this practice?
  - a. Sharing my own portfolio and my students' portfolios documenting my implementation efforts

- b. Reviewing performance indicators from the writing curriculum, and monitoring student progress in those indicators
7. **Reflection and analysis** on the results of implementation efforts is an essential element in professional learning. I will engage in this by the following methods:
- a. Routine reflection on the effectiveness of the PLC process to my own learning
  - b. Participating in giving and receiving feedback about implementation efforts with team members
  - c. Sharing my own portfolio and my students' portfolios documenting my implementation efforts
  - d. Reviewing performance indicators from the writing curriculum, and monitoring student progress in those indicators with colleagues as we examine student work together
8. **Adjustments** in the learning process are often necessary. How will adjustments to implementation plans be decided upon?
- a. Routine reflection on the effectiveness of the PLC process with colleagues to determine effectiveness of the structure to my own learning
  - b. Participating in giving and receiving feedback about implementation efforts with team members
  - c. Reviewing performance indicators from the writing curriculum, and monitoring student progress in those indicators with colleagues as we examine student work together
9. **Growth Evidence:** What will be evidence that I have accomplished my professional learning targets?
- a. Reflecting on my own portfolio and my students' portfolios documenting changes in performance over time
  - b. Reviewing performance indicators from the writing curriculum, and monitoring student progress in those indicators
  - c. Summative assessment of the impact of using PLC structure as a professional learning method for myself and team members
10. **Timeframe:** What is the anticipated timeframe for completion of this implementation agreement?  
Beginning in September of 2014 and continuing through the first semester. (Will assess at that time to determine need for extending into second semester.)

Signature: *Debbie Cooke*

Date: August 9, 2014