

Step 4: Tools and Resources to Provide On-going Training and Support



Local Education Agencies (LEAs) should provide initial training and on-going support to teacher and principal leaders as well as their managers.

The following tools and resources are intended to help LEAs provide on-going training and support to teacher and principal leaders.

Resources LEAs Can Provide to Teacher and Principal Leaders During Initial Training:

1. [Tools and Resources to Support Professional Learning Communities \(All Things PLC\)](#)
This online resource provides tools and resources to support the design and implementation of professional learning communities. The toolkit includes adaptable manuals, protocols, master schedules, curriculum map templates, and worksheets for action planning, among other resources.
2. **The Teacher-Led Professional Learning Toolkit**
These sections of the Teacher-led Professional Learning Toolkit includes summaries and links to more information about several well-regarded national teacher-leader training programs as well as resources on providing job-embedded professional learning opportunities. Resources include sample schedules, case studies, and more.
 - [Teacher-led Professional Learning: Training for Teacher-Leaders](#)
 - [Teacher-led Professional Learning: Finding Time for Professional Learning](#)
3. [Coaching Coaches Toolkit](#)
This toolkit includes fifteen suggested tools to implement a successful program for developing and supporting coaches. Resources include how-to-guides, sample checklists, protocols, templates, and self –assessments, among others.
4. [Sample Teacher Leader Building Plan](#)
This sample of the Greece Central School District building plan outlines the district’s professional development opportunities for teacher leaders and administrators. This resource, aligned to the district’s strategic plan: Envision Greece 2017, includes professional learning activities throughout the year and guiding questions for select activities. In addition, the document includes the knowledge, skills, and dispositions staff are expected to gain through participation.

This list of tools and resources was culminated by the New York State Education Department to support the design and implementation of robust career ladder pathways as part of the systemic use of the [TLE Continuum](#). Additional resources can be found in the [New York State Career Ladder Pathways Toolkit](#). The toolkit will continuously grow as new resources are developed and become available.

5. [Transformational Collaboration: Systemic Commitment to Professional Learning Communities-Webster Central School District](#)
 These materials from the July 2014 Engage-Envision-Elevate: From Initiatives to Systems conference contain information and tools for initiating professional learning communities.
 - [Transformational Collaboration: Systemic Commitment to PLCs – Webster Central School District Presentation Slide Deck](#)
 - [Transformational Collaboration: Systemic Commitment to PLCs – Webster Central School District Presentation Video](#)
 - [Deepening our Commitment to PLCs – Webster Central School District Presentation Slide Deck](#)
 - [Deepening our Commitment to PLCs – Webster Central School District Presentation Video](#)
 - [Webster Central School District Core Beliefs](#)
 - [Building the Foundation: Essential Elements of PLCs](#)
 - [Overview of Webster’s Goal Setting Process](#)
 - [Webster Sample Structures and Times](#)
 - [Webster’s 2013–14 Calendar of Professional Learning Focus Areas](#)
 - [Sample Meeting Minute Template](#)

6. [Collaborative Learning Through Peer Inter-visitation: A Toolkit for Educators](#)
 This toolkit contains protocols, planning tools, and professional learning activities to support schools in implementing inter-visitation structures that support the needs of their teachers and students. Teachers can use these tools to develop their instructional knowledge and skills by learning from successful practices of their colleagues and supporting one another in reflective teaching practice through peer mentoring.

7. [Leading for Effective Teaching: Toolkit for Supporting Principal Success](#)
 This toolkit focuses on action steps that school systems can take to support principals as their role changes in schools that are implementing new teacher development and evaluation systems. It is organized by suggested action steps and includes adaptable tools including: sample frameworks, a self-assessment and planning template, rubrics, job postings, selection processes, screening tools, and resources to support teacher leadership.

Resources That Can Be Used to Provide On-going Training and Support for Teachers and Principals:

8. [School Reform Initiative Tools and Protocols](#)
 This website includes a variety of tools and resources including ideas for creating transformational learning communities committed to educational equity and excellence. Principals or teacher leaders can use the database of protocols to design meaningful learning activities to engage their colleagues during professional development sessions.

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9. [Teacher Talent Toolbox](#)

This toolkit includes over 250 free resources from over 50 schools and districts for improving instructional culture. It contains resources on several topics including, observation and feedback, professional development, peer culture and collaboration, as well as instructional planning, among others.

10. [New York City Schools Professional Learning Handbook and Professional Learning Activities](#)

This handbook and the accompanying professional learning activities contain suggestions and best practices to plan, implement, evaluate, and revise professional learning for pedagogical staff. This resource includes: a year-long view of possible professional learning cycles, a menu of differentiated professional learning options, needs assessments, inter-visitation guidelines, and a checklist for planning professional learning throughout the year.

- [New York City Schools Professional Learning Handbook](#)
- [Activity 1: Defining Professional Learning](#)
- [Activity 2: Conducting a Needs Assessment](#)
- [Activity 3: Surfacing Needs and Ideas for Differentiated Professional Learning](#)
- [Activity 4: Planning Evaluation for Professional Learning](#)
- [Activity 5: Defining School Success through Culture](#)
- [Activity 6: Compass Points \(Individual and Group Working Styles\)](#)
- [Activity 7: Professional Collaboration Through Inter-visitation](#)
- [Activity 8: Teacher Team Reflection](#)
- [Activity 9: Implementing Differentiated Professional Learning](#)
- [Activity 10: Integrating the Framework for Teaching in the Professional Learning Plan](#)
- [Activity 11: Further Integrating the Framework for Teaching in Professional Learning](#)
- [Activity 12: Building Coherence in Professional Learning Cycles](#)

11. **Success at the Core Leadership Development Modules**

These seven modules can help leadership teams define quality instruction and advocate for it in their schools. Each module includes a facilitator guide with step-by-step instructions, activities, multi-media presentations, discussion questions, and handouts to guide professional learning sessions.

- [Leadership Teams and Quality Instruction](#)
- [Using Data Effectively](#)
- [Common Formative Assessments](#)
- [Professional Development](#)
- [Instructional Expertise](#)
- [Implementing New Programs](#)
- [Aligning Curriculum](#)

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12. **Leading Success Modules**

Each Leading Success module offers a comprehensive toolkit of interactive activities and discussion questions on best practices used in a diverse array of schools around the country. Explore each learning module to view videos of schools in action, lead collaborative staff activities and discussions, review the latest research and find new resources.

- [Leading Success - Module 1: Developing Leadership Skills for Change](#)
- [Leading Success - Module 2: Using Data to Assess and Inform School Change](#)
- [Leading Success - Module 3: Creating a College-Going Culture](#)
- [Leading Success - Module 4: Building an Inclusive School Culture](#)
- [Leading Success - Module 5: Student Voices in the Hallways](#)
- [Leading Success - Module 6: Leading and Teaching for Student Learning](#)
- [Leading Success - Module 7: Collaborative Leadership: Mentoring and Coaching](#)
- [Leading Success - Module 8: Personalizing The School Experience](#)
- [Leading Success - Module 9: Principal, Counselor, Student Connections](#)
- [Leading Success - Module 10: Building Capacity Through Networks](#)

13. [Toolkit for a Workshop on Building a Culture of Data Use](#)

This field-tested workshop toolkit guides facilitators through a set of structured activities to develop an understanding of how to foster a culture of data use in districts and schools. The supporting materials, including a facilitator guide, agenda, slide deck, and participant handouts, provide workshop facilitators with all the materials needed to lead this process in their own setting.

14. [Teach to Lead Website](#)

Teach to Lead is an initiative jointly convened by the National Board for Professional Teaching Standards and the U.S. Department of Education to expand opportunities for teacher leadership. This website provides resources and access to an online community to share and collaborate on promising ideas to advance teacher leadership.

15. **America Achieves Great Principals Video Series**

This series of three video spotlights highlight recommended practices principals can implement to create learning environments that foster success.

- [Great Principals: Developing Every Teacher](#)
- [Great Principals: Building A Culture for Success](#)
- [Great Principals: Making Data Useful](#)

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