

**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.)?

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| **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** | * Google Classroom Setup: 8/20/2025 * Description of the Session (25-50 words in length): Guide the Teachers on how to connect their Synergy to Google Classroom. * ISTE-E Standards Alignment: | Synergy, Google Classroom, and Apple screen share | Since my presentation I have helped multiple teachers get connected with Synergy. We are still having some syncing inconsistencies that we are working out with IT. | 4.3.c This plan was focused on the development of the teacher learning management system.  4.2.a This was achieved by helping the teachers use the tools available to them at the school so they can effectively manage their students. |
| **Session 2** | September 1st Mosyl and Apple Classroom use. To help monitor students and encourage them to integrate technology into their lessons. Whole group | Google Classroom, Apple Classroom, Mosyl, Powerpoint. | Sometimes getting the teachers to use technology requires making them feel safe while using it. So, giving the teachers some small group and one on one time to teach them to use the Mosyl and Classroom apps. | 4.1b Teaching the teachers to use the tools available to them for the safety of the students.  4.3b Identified the areas where the teachers needed the most help so I could move into training them the tools to use to develop their lessons. |
| **Session 3** | September 10th. Applying the tools available through Mosyl and classroom app to teach the teachers how to share documents with the students, lock the students into the apps they are using in class and also show them how to prevent them from using certain apps in the class. Whole Group. | Mosyl, Classroom app and Powerpoint. | Teaching students who’s primary focus is goofing off at school is a challenge especially when some of them know more than the teachers about the iPads. So, showing them how to control the students iPads so they can’t go to the sites they go to, to play around. They can be taught to block these sites using Mosyl and the Classroom app. | 4.7 Teaching teacher to evaluate the online content to keep the students safe and on task.  4.5a. Quality is key when it comes to the safety of the students. By giving the teachers the tools they need to deepen their knowledge of online content.  4.1.e This allows the teachers to maximize the content the students are exposed to. |
| **Session 4** | September 17th, ISTE standards and the benefits of integrating them into your lessons. Whole group and individually. | ISTE.org, Google slides, and introduction to technologyineducation.org. | Showing the teachers how to integrate some of the standards using my website. Then guiding them to the areas they can get the most help like content focused tools and tools available to help students collaborate. | 4.1.b Giving the teacher tools to help them use to spice up their lessons.  4.1.e This allows them to maximize their impact on the students and deepen their understanding.  4,3.d personalize support for the educators by giving the tools that are subject focused. |
| **Session 5** | 9/24/2026 Delivered professional development lesson on how to get ready to submit grades. Then helped teachers who might need a little extra help in the process. Whole group and individually. | Prezi, Synergy, Google Classroom, and apple screen sharing. | After delivering the training I was available to help the teachers submit their grades. I also provided a step-by-step slide show so they could follow it after they were done entering all their grades. | The learning theory used was focused on Andragogy (Knowles, 1970). Adults ready to submit report cards with a new LMS are intrinsically motivated to learn so this model was best suited for them. |

ISTE.org (2025) *ISTE Standards: For Coaches.* <https://iste.org/standards/coaches>

Cloke, H. (2024) *What is Malcolm Knowles’ Adult Learning Theory*? https://www.growthengineering.co.uk/adult-learning-theory/#:~:text=Knowles'%20first%20assumption%20about%20adult,just%20for%20its%20own%20sake.