**Developing A School-Level KTL Professional Development Plan**

A well-developed plan for KTL PD will ensure delivery of high quality PD, an understanding of the goals for the PD by all stakeholders, greater implementation by teachers, and long-term sustainability of the instructional practices.

**The answers to the following questions will provide essential information for the development of your PD plan.**

1. Describe your objectives for Keys to Literacy professional development and how it supports district or building level literacy goals.
2. Which grades and subjects will be targeted to implement KTL instructional practices?
3. Describe how teachers will be introduced to the KTL and the PD plan.
4. What is the plan for training KTL building-based peer coaches who can provide implementation support for their peers?
5. What is the plan for how KTL trainers will provide initial training to teachers?
6. What is the plan for how KTL trainers will provide administrator training?
7. What is the plan for how KTL trainers will provide follow up PD to teachers? To peer coaches?
8. What are the responsibilities of building-based peer coaches?
9. How can Keys to Literacy support your long-term implementation plan, including how to train new teachers?
10. What is the schedule for implementation?
11. Who will coordinate the scheduling and delivery of PD?
12. How will costs for the PD be funded?
13. How will teacher use of the instructional practices be measured and evaluated?
14. What is essential for your PD plan to be a success?
15. What are the greatest risks to full implementation?