



Evidence-based tools and guidance  
for delivering effective programs

PLANNING & MANAGEMENT  
ACADEMICS & ENRICHMENT  
STAFFING & PROFESSIONAL DEVELOPMENT  
SITE CLIMATE  
STUDENT RECRUITMENT & ATTENDANCE

[summerlearningtoolkit.org](http://summerlearningtoolkit.org)



## TIP SHEET

### PLANNING HIGH-QUALITY PROFESSIONAL DEVELOPMENT

For more information on the importance of planning high-quality professional development, review [Planning High-Quality Professional Development Guidance](#).

Districts and schools recognize the need for ongoing professional development for staff during the school year. It's important to extend those opportunities to teachers and other staff before and during summer programs as well. To maximize the benefits of professional development for staff involved in summer learning programs, consider the following best practices.

#### GOALS

- ✓ Determine your summer learning program and professional development goals and the amount of time available for professional development. Prioritize your training needs to ensure that top priorities are addressed during what is typically a limited amount of time.
- ✓ Use professional development time to communicate a coherent message to program staff about the values and aspirations of the program and approaches to promoting positive site climate, culture, and behavior.

#### PLANNING

- ✓ Consider all related expenses including meeting location, presenters' fees and travel, training materials, and teacher stipends when budgeting for professional development.

- ✓ Provide separate professional development for summer leadership teams.
- ✓ Schedule professional development sessions to ensure maximum attendance from all staff involved in programs.
- ✓ Determine whether to host professional development at one central location, at multiple sites, or a combination of both.
- ✓ Plan appropriate timing, content, and duration of curriculum-specific professional development to enable teachers to use the curricular materials effectively at the beginning of the summer program.
- ✓ Use high-quality, knowledgeable presenters.
- ✓ Differentiate professional development based on teachers, staff, and other program personnel's roles and responsibilities.
- ✓ Create a plan for evaluating the effectiveness of professional development based on identified goals. Collect additional input on the format, content, materials, presentations, logistics, timing, and/or duration of professional development to continuously improve your approach from year to year.

## CONTENT

- ✓ Use professional development to adequately prepare teachers to teach the summer curriculum and use supporting materials effectively.
- ✓ Incorporate modeling, demonstration, and practice in all professional development sessions designed to support effective summer curriculum implementation.
- ✓ Highlight the importance of maximizing instructional time with students.
- ✓ Train teachers to effectively engage with students and check for understanding during independent practice time.
- ✓ Provide professional development to help teachers differentiate the curriculum for students of varied academic ability levels.
- ✓ Avoid using precious professional development time to provide information about the program, such as logistical information. This can typically be provided through other less time intensive ways (e.g., email communications, written documents, etc.).
- ✓ Consider whether instructional coaching should be a part of the program's overall professional development plan to provide ongoing support, particularly if teachers and other staff are expected to use an unfamiliar curriculum or instructional program during summer, or if teacher professional development is a goal of the summer program.

