

SEA Tool 1.2 Empowering stakeholders

Directions	A facilitator may use the steps below to guide stakeholders in the development of a charge statement for professional learning.
Materials required	Chart paper, markers, tape, and sticky notes
Time	45–90 minutes

Note: The following is a sample Charge Statement for the advisory group that will be asked to do the work on the vision statement. All of this language may be adapted to meet local needs and expectations for the work.

Charge

To develop an SEA vision statement for professional learning (or Title IIA supported professional learning) that reflects changes in federal policy, current research findings and Standards for Professional Learning.

Goals

- Use SEA priorities and goals to guide the process
- Define the role professional learning (particularly that funded by Title IIA) could/should play in achieving state and district goals
- Examine the federal definition of professional development found in ESSA, the Standards for Professional Learning developed by Learning Forward, and recent research on effective professional learning including coaching, collaborative learning structures, instructional materials, curriculum-anchored professional learning, leadership;
- Embed selecting and using high-quality instructional materials deliberately in the discussion
- Draft a vision statement for review and input;
- Share the draft vision statement with stakeholders for buy-in and consensus; and use feedback to finalize and present to [insert name] as the advisory group recommendation.

Parameters and expectations

- The Vision Statement Work Group meets at the discretion of [insert person's name] (e.g. Superintendent, Assistant Superintendent) and all recommendations are directed back to this person.
- All work group members hold the best interests of all students within the SEA in the forefront of their work.
- The work group makes recommendations grounded in evidence and research and considers a focus on selecting and using high-quality instructional materials.
- All members commit to attending and participating fully in all meetings of the work group; preparing for the meetings including completing background reading, gathering input, or other assignments; and to sharing their efforts on behalf of the work group with fellow members.

Level of decision making

The Vision Statement Work Group is an advisory group.

Overall timeline

The Vision Statement Work Group will provide a draft statement to the [insert name] within XXX weeks of the first meeting of the work group.

Membership

Members of the Vision Statement Work Group are representatives of key stakeholder groups with a direct interest in educator professional learning to improve student achievement.

Meetings

Scheduled meetings will be held on the following dates. Additional meetings may be scheduled. Most meetings will be XX hours in length.

Meetings will be held at department of education building beginning at X.XX a.m. and ending at X:XX p.m monthly from XXX until XXX.