



National Center on Response to Intervention

Activity Handout

Developing an RTI Professional
Development Plan:

Things to Consider

National Center on
Response to
Intervention

www.rti4success.org

Activity Handout

Step 1. Needs Assessment. The first step in developing any plan is to determine the needs of the target population. Ideally, these data would be collected as part of a comprehensive evaluation of RTI. If this has not yet been completed, consider conducting a smaller but thorough evaluation of the current implementation status and the needs of the population to effectively implement RTI. Although personal requests for professional development may be considered, it is important to distinguish what is *needed* to move to the next level of implementation. To improve the usefulness of the data collected from individuals and schools, consider providing guidance to district or school teams on how to determine and prioritize professional development needs. When conducting a needs assessment, think about the following:

- What is the current knowledge among staff around RTI, its purpose, and components?
- What skills do staff need to develop in order to implement the essential components of RTI?
- Who is the target population (e.g. administrators, teachers, specialists)?
- What professional development approaches have demonstrated effectiveness (e.g., the professional development resulted in positive change) with the population? Which approaches have not been found to be effective? *It is important to distinguish between approaches that people like versus approaches that are effective or lead to actual change in behavior or implementation. See the National Center on Response to Intervention's Integrity Rubric and Worksheet at <http://www.rti4success.org/resourcetype/rti-integrity-rubric-and-worksheet/> for help conducting a needs assessment.*

List the knowledge and skill needs of the general or a specific population.

Based on the needs assessment data, what target population(s) has been identified as needing support? List here and then prioritize your list in the first row of the planning table.

What professional development approaches have been successful?

Step 2. Goals and Outcomes of RTI Professional Development. Based on your needs assessment, the team should come to consensus about the primary goal(s) of the professional development for the target population(s). Often, we provide professional development that does not match the needs of the population or the desired outcomes of providing professional development on RTI. Use the list below to identify the primary reason(s) why professional development on RTI is being or will be provided and select all that apply. You might want to prioritize 2 or 3 as your focus areas. This is not an exhaustive list, so feel free to add your own in the space provided.

- Increase knowledge about RTI and its essential components (e.g., What is RTI? Why should we implement RTI? What is progress monitoring? How does it fit into my site?)
- Increase knowledge about implementation of RTI (e.g., What are the roles of different staff? What does research say is the best way to implement a new practice? How does leadership guide the implementation process? How can I fund RTI implementation? How do I develop a school schedule to support implementation?)
- Provide an overview of a specific RTI model (e.g., How is RTI expected to be implemented in our site? What decision criteria and procedures are we expected to use?)
- Develop skills to implement RTI components (e.g., specific skills to use the purchased or developed progress monitoring and screening data system, use PLCs to make RTI data-based decisions, implement the district reading curriculum or purchased interventions)
- Build the capacity of sites to independently implement RTI components (e.g., how to develop an implementation plan, how to develop an RTI model to match their needs, how to use resources more effectively, how to choose appropriate tools and resources)
- Other: _____
- Other: _____
- Other: _____

Use the space below to write a goal(s) statement for professional development on RTI implementation or include specific goals and outcomes for the target staff population(s) in the planning table provided.

Step 3. Draft a Professional Development Plan. As a team, use the table below to draft a professional development plan for RTI implementation. The table includes things to consider along with supplemental discussion questions to help guide the team’s discussions and planning. The format is merely a guide, and discussion is not limited to these questions. Consider adding additional information as necessary in the space provided.

Developing a Professional Development Plan: Planning Table

Things to Consider				
Target Audience	Target Population 1:	Target Population 2:	Target Population 3:	Overall:
<ul style="list-style-type: none"> Who are the target audiences? Prioritize your target populations in the columns to the right. 				
Professional Development Outcomes <ul style="list-style-type: none"> What are the goals and objectives of professional development for the target population? Place your responses from Step II in the columns to the right. 				
Funding <ul style="list-style-type: none"> What are the initial and ongoing costs? How will these be funded? Are there restrictions to the available funding? What will be the district versus building costs? 				
Time Frame <ul style="list-style-type: none"> When will the professional development begin and end? How frequently will professional development be provided? What is the time frame for the evaluation of professional development services? 				

Things to Consider				
<p>Staff</p> <ul style="list-style-type: none"> • Who will provide the professional development (e.g., internal staff, external staff)? • What is the role of the professional development staff? • What level of experience and knowledge are the RTI professional development staff expected to possess? 				
<p>Approaches</p> <ul style="list-style-type: none"> • What professional development approaches are likely to lead to the desired outcomes? What are the pros and cons of each? • Will participants have access to multiple professional development approaches? • How will the content be delivered? 				
<p>Professional Development Materials</p> <ul style="list-style-type: none"> • What resources or materials are available for professional development? • If needed, how will we develop new or modify existing professional development resources? • How can we ensure created material aligns with the outlined RTI framework or model? 				

Things to Consider				
<p>Evaluation</p> <ul style="list-style-type: none"> • How will we know if the professional development achieves the identified goals and objectives (effectiveness)? • What behavior or outcome data will change? • What resources are available to conduct an evaluation of the RTI-provided professional development? • Who will analyze the data, including the needs assessment, and make decisions? 				
<p>Other</p>				
<p>Other</p>				

Use the space below to list any areas of professional development that need further investigation.
