



Sample Scope and Sequence of Professional Learning Engagement

In this document, you will provide information on a sample scope and sequence of a professional learning engagement. This engagement should represent work done with a past client.

For example, if you had a two year engagement that included Adoption, Initial Implementation, and Ongoing Support for Teachers with Applewhite School District, you would complete a separate template for each one of those types of professional learning, and include the scope (what you covered) and sequence (timeline).

This overview represents the services for one client of the professional learning partner.

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| Curriculum or Content Area | English Language Arts |
| Type of Professional Learning | Ongoing for Leaders |
| Total Cost Range¹ | <input type="checkbox"/> Less than \$50,000 <input checked="" type="checkbox"/> \$50,000 - \$100,000 <input type="checkbox"/> \$100,001 - \$500,000 <input type="checkbox"/> \$500,001 - \$1,000,000 <input type="checkbox"/> \$1,000,000+ Note: Relay customizes scope & pricing to meet partner needs. |

¹ Includes any travel related expenses, etc.

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| District Context | <ul style="list-style-type: none"> • Approx 200 educators served (including teachers, leaders, coaches) • Mid-sized, urban district • Year 2 of a multiyear implementation plan • Goal: To support leaders to implement HQIM aligned data practices to ensure access and support is provided for all students. |
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Sample Scope and Sequence

| Timing (you may choose to use specific days/months or frequency) | Participants | Name of PL (either specific workshop title, coaching, etc) and format (Virtual, in-person, hybrid) | Description |
|--|-----------------------------------|---|--|
| July | District Leaders & Principals | Strategic Planning (Virtual) | Leaders engage in reflection from initial implementation and create a shared vision and goals for ongoing support in the upcoming year. |
| August | District ELA Leaders & Principals | ELA Weekly Data Meetings (In Person) | Leaders learn to facilitate Weekly Data Meetings for HQIM assessments and tasks that lead to effective next steps for teachers. <i>Note: PL topics are related to the established vision/goals for the partner.</i> |
| Bi-Monthly | District ELA leaders & | Customized Coaching (In Person and | Coaching is customized to the needs of |

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| | Principals | Virtual) | each leader and their schools. Typically, coaches work with leaders to reflect on school implementation, practice key strategies learned during PL, and support implementation efforts. |
| Quarterly | District Leaders | Check Ins (Virtual) | Check ins involve, but are not limited to: <ul style="list-style-type: none"> • Data analysis & action planning • Strategic Planning • Content/Capacity Building • Strengths/Barrier analysis |