

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.

Curriculum or Content Area	Literacy	
Type of Professional Learning	Ongoing for Leaders	
Total Cost Range¹	<input checked="" type="checkbox"/> Less than \$50,000 <input 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+
District Context	142 K-5 elementary schools Urban setting 5,900 teachers served	

¹ Includes any travel related expenses, etc.

	<p>District aimed to provide intense support for K-5 teachers transitioning to the new core ELA curriculum. The primary goals were to deepen teachers' understanding of evidence-based literacy practices and the Science of Reading (SOR) in the use of the new Benchmark Education literacy program. Benchmark's Professional Development team partnered with the district to identify key outcomes for the initial training. Together, we defined specific training learning objectives and developed a tailored Professional Learning plan, which included district expectations for key stakeholders, a communication plan, and logistics. To ensure the project stayed on track, we held weekly meetings for ongoing communication and planning. Both Benchmark Education and the district created exit tickets to evaluate training objectives and identify next steps. This continuous feedback loop allowed for adjustments and ensured the training met its goals.</p>
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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
September-May	K-5 school and instructional leaders	Ongoing Topic-Focused In-Person Workshops	<p>Benchmark Education provided customized training modules specific to key literacy topics specific to support Leadership Implementation. Sessions covered the following:</p> <ul style="list-style-type: none"> • Discuss the non-negotiables for implementing Benchmark program to

			<p>ensure student gains.</p> <ul style="list-style-type: none"> • Define the roles of administrators, teacher leads/coaches, and teachers. • Learn about the program's methodology, components, and tools. • Understand how to use tools to monitor implementation • Explore ways to communicate expectations and feedback to all levels
Monthly	K-5 district leaders	Consulting Virtual	<p>Benchmark Education professional development team met bi-weekly with district leadership to monitor the professional development plan & logistics, answer questions, as well as supply reports on the implementation status.</p>