**Professional Development Planning**

Effective professional development is the result of collaboration among teachers, administrators, and the leadership team to methodically plan and implement a school-wide program such as MTSS. Professional development is necessary to ensure staff members are provided with the appropriate knowledge and skills to develop, implement, and sustain the program while maintaining a high level of fidelity. The following tool will help guide decisions and planning about professional development needs of staff.

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| Professional Development Topic: | Responsible party (Who will deliver it?): | Audience  (Who needs it?): | Action Steps  (How and when will it be delivered?): | Fidelity – How will it be monitored? | Fidelity – Who will monitor? |
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