

**Baltimore County Public Schools
Department of Professional Development
Learning to Lead Framework**

Name

Start Date

<i>Benchmark</i>	<i>Activity and Location</i>	<i>Time Frame</i>	<i>Artifact/Rating</i>	<i>Supervisor Signature</i>
INSTRUCTIONAL LEADERSHIP Benchmarks				
Observe instruction and participate in the pre and post observation conference of a colleague <i>(with colleague's permission)</i>			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Observe instruction and assist in facilitating the post observation conference; draft written feedback for the observation <i>(with colleague's permission)</i>			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Observe instruction at a demographically different school and lead a post observation conference <i>(with teacher's permission)</i>			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Lead a data discussion group for your grade level team or content area team			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Lead a lesson study			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Supervise a student intern			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Mentor a new teacher			2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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Provide peer mentoring support in your content area			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Teach a different grade level (Elementary: primary and intermediate)			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Present professional development			2 <input type="checkbox"/> 1 <input type="checkbox"/> <input type="checkbox"/>	
Present professional development in your content area			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Teach a demonstration lesson in your content area			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Attend a county-wide department chair meeting and present content to the department			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Lead a support or study group of teachers			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in a vertical team meeting			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in IEP Team conferences (follow the progress of one student through the Team process)			2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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Participate in the development of the School Improvement Plan			2 <input type="checkbox"/> 1 <input type="checkbox"/> <input type="checkbox"/>	
Participate in a curriculum writing workshop			2 <input type="checkbox"/> 1 <input type="checkbox"/> <input type="checkbox"/>	
Supervise/coordinate a special project related to student achievement (ie. tutorial program)			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
ADMINISTRATIVE LEADERSHIP Benchmarks				
Serve as grade chair, middle school team leader, or department chair			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Serve as Professional Development Schools (PDS) site coordinator			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Work with the AVID coordinator (secondary)			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in the monitoring of the School Improvement Plan			2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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Work with assistant principal to implement testing program			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Serve as Elementary School Assessment Liaison			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Work with the assistant principal to develop the school schedule			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in the development and monitoring of the school budget			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Work with assistant principal in the purchasing process			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Work with assistant principal on transportation issues			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Assist in the development of the School Emergency Plan			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Work with the assistant principal to coordinate substitutes through SEMS (Secondary)			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in the Gifted and Talented Referral and Review Team			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Participate in/lead the School Improvement Team			2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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Observe the work of the Student Support Team			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Chair a school committee or special project			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Complete a facilities tour and inspection with the Building Service Leader			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
SCHOOL CLIMATE Benchmarks				
Participate in a challenging parent conference or community meeting			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Attend PTA Executive Board meetings			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Lead a team building activity			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Chair the school volunteer program			2 <input type="checkbox"/> 1 <input type="checkbox"/>	

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Attend Back to School Night at a demographically different school			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Observe the suspension/expulsion process from the implementation of school procedures through the designee hearing			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
Chair the school's social committee			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	
			2 <input type="checkbox"/> 1 <input type="checkbox"/>	