**Planning for Teacher Labs as Job-Embedded Professional Learning**

|  |  |  |
| --- | --- | --- |
|  | **Setting the Stage** | **Several weeks before Project** |
|  | Establish the focus and goal(s) for lab | What goals do you have for the lab? How does this align to school improvement goals/teacher and student data? |
|  | What type of lab do you envision? Create a tentative schedule | One or several rotating hosts? Length of lab? Number of participants? Staff from one building or multiple? Grade levels? Same or differing locations? Book study? Multiple Sessions? |
|  | **Details to Consider** |  |
|  | Admin support/role | Work with administration on focus and purpose aligned to SIP. Support and value are critical. |
|  | Budget for subs/resources | Can be grant funded: determine number of subs needed, books and other professional materials |
|  | Identify potential hosts/participants |  |
|  | **Getting Started** |  |
|  | Promote the project | Consider current culture of your group. It’s best to start with invitations and acceptance from willing participants. Think about the direction you are taking and how to promote a positive experience. |
|  | How will you recruit hosts, facilitators, and guests? | Share benefits.  Start with pairs.  Hold a brief meeting (with treats, incentives)  Ask outright. |
|  | Develop a schedule | Arrange for guest teachers according to district procedures |
|  | How will you prepare hosts, facilitators, and guests? | **One week** ahead of time: send reminder and what to expect. If there is “homework,” let them know what to do to prepare. Let guests know exactly what they should bring. |
|  | **More Details…** | **1-2 weeks** |
|  | Meet with host teacher to review lab and plan details |  |
|  | Secure meeting space as needed. Ensure appropriate building staff know when and where labs are occurring. |  |
|  | Develop a schedule for participants |  |
|  | Create basic agenda |  |
|  | Prepare/Secure materials & resources |  |
|  | Determine plans for follow-up |  |
|  | 2-3 days before |  |
|  | Remind participants; provide specific details of the day: where they should be; what time; what they should bring. Keep it positive! |  |
|  | Check in with host teacher on last minute details; changes; etc. |  |