

More Time for Teacher/Leader Collaboration: Guidance and Promising Practices

The Department of Elementary and Secondary Education has developed initial guidance to assist districts in both finding more time and using well what time currently exists for Common Planning Time. The following guidance is intended to assist district and school leaders in both areas:

1. **Professional Learning Communities Guidance: Guidelines and Responsibilities for Establishing and Maintaining PLCs** (available at <http://www.doe.mass.edu/sda/ucd/>)
 - *This document articulates a vision for a district-wide culture of collaborative learning and planning that operationalizes the 11 Essential Conditions for School Effectiveness. It outlines six stages of development of Professional Learning Communities, along with roles and responsibilities of teachers, school leaders, and district leaders at each level.*

2. **Common Planning Time Self-Assessment Toolkit** (available at <http://www.doe.mass.edu/sda/ucd/>)
 - *This toolkit includes surveys to capture perceptions about how well teams are leveraging Common Planning Time, a Team Observation Toolbox, and protocols to guide analysis of the results to inform systemic and targeted interventions. It aligns directly with the six stages outlined in the PLC Guidance document.*