

PROFESSIONAL COLLABORATION TIME

Overview

HSD/HEA are excited about the opportunity in front of us for weekly Friday early release time. This is a great way to go deeper into a topic, reflect on past learning and/or focus on instructional issues/data most critical to your school and students. We call Highline's early release time "*Professional Collaboration Time*" or PCT.

Professional Collaboration Time (PCT) may include any of the following: 1) identification of student learning needs, 2) a learning/training process, 3) implementation of the learning/training, and 4) the evaluation/formative assessment of student learning.

There are three different but related forms of PCT. Each school's Shared Leadership Team (SLT) will gather input from the certificated staff regarding the content, type and format of professional work to be done during the non-student time. The three types of PCT are:

- **Shared Leadership Team directed PCT (50% of all PCT)**

The Shared Leadership Team, including the principal, plans Professional Collaboration Time in support of the School Improvement Plan (SIP). These sessions may occur in a combination of large group (whole faculty), small group (e.g., grade level teams, vertical teams, department teams, interdisciplinary teams, etc.) and individually (e.g., individual reflection journaling, etc.).

- **Individual directed PCT (25% of all PCT: 7 total for 2009-2010)**

This time is individually determined and reserved for work by small teams, specialists and/or individuals. Note, five (5) dates have been set aside for job alike groups of specialists to convene: *October 23, November 20, January 15, March 5 and April 30th*. These dates are opportune times for cross-school collaboration. Seven (7) dates in total will be designated as individually directed time. (Note: SLTs may find it helpful to use the same 5 job alike dates for individually directed time for all certificated staff, unless other dates have already been calendared).

- **District-Directed PCT (not more than 25% of all PCT: 7 total for 2009-2010)**

Topics are determined by district/administration in service of the SIP and/or district initiatives. These topics, and general windows of time for each, will be available by mid-September.

Do we need to record & report how we use PCT?

We recommend that the Shared Leadership Team keeps a brief log of PCT activities in order to:

- ensure all three categories of PCT occurred, and
- share with parents in newsletters and/or other communications how the time was spent.

Logs will not be collected.

How to make your release time most valuable:

All of us want to use our early release time (PCT) to the best advantage. We also want to make sure that parents and community know how we use this time as a school and how valuable it is to us in helping all students succeed, if asked. Therefore, please share the following with your Shared leadership Team and certificated staff:

For Shared Leadership Team and District Directed PCT time (75%):

Each school will collect brief documentation which represents how the time was used. We recommend using the following set of questions, or a similar set.

- What aspect/part of the SIP are we addressing?
- What did we do/discuss?
- What do we plan to do next?
- What do we need (e.g., resource material, chat with others next month, etc.)?

A variety of sample forms are included in the Guidebook described below.

For Individually Directed PCT time: A brief reflection regarding the effectiveness of this time (e.g., how is this working for you?) will occur mid-year (by end of January) and end of year (by end of May), with this information shared with the SLT.

Future tools: A Guidebook of optional tools, articles, protocols and resources has been developed over the summer, and will be shared with schools as a reference.

NOTE: This document replaces former drafts of this overview.