**TAP Lesson Study Institute (LSI)**

**Making Time for Professional Development**

Instructions: After the webinar, complete this worksheet and bring your results to the face-to-face LSI session.

*Please read the Brainstorming Task below but don’t start the task until after you complete Parts I and II of this worksheet*:

**Brainstorming Task:**

Assume that a Lesson Study cycle takes 8 -10 meetings of about 90 minutes each, for a total of 12 - 15 hours, and that all of the meetings take place within a three-month period.

* How many possible ways could you restructure or repurpose time currently allocated for teacher collaboration and meetings to create regular, ongoing job-embedded collaboration time in support of Lesson Study?
* How could the integration of technology assist in making time for collaboration?

Be creative in your brainstorming! Generate as many possibilities as you can.

**Part I: Analyze Current Time Usage**

1. How much time *in hours* is your school currently dedicating to professional development? Count hours of professional learning days, weekly/monthly/quarterly professional learning meetings, attending conferences and workshops, etc. Do NOT include staff meetings or business meetings that are not dedicated to professional learning – that’s addressed in the next step.

2. How much time *in hours* do teachers spend in other (non-pd) types of meetings or activities? Count hours of planning time, staff meetings, schoolwide meetings, etc. Do NOT count time spent in mandatory meetings such as emergency procedures/safety training.

Total *possible* hours for professional learning (sum of hours from #1 and #2):

**Part II: Making Additional Time**

Using teachers’ currently assigned hours for professional learning is highly effective and highly recommended. Releasing teachers from class time can be accomplished through creative approaches in which class time is used for valuable activities while other personnel supervise the class.

Review the class activities in section A and add other types of useful activities that may come to mind. Check the ideas in section A that could apply at your sites.

A. Teachers could meet while others take on class time responsibilities for:

1. Standardized and other types of testing
2. Facilitating students’ completion of surveys, update forms, etc.
3. Conducting student input/feedback sessions
4. Supervising students as they mentor or assist other students at lower levels
5. Providing transition, guidance and/or counseling services
6. Providing information about other programs, schools, employment and careers, and community resources
7. Helping students establish or monitor individualized learning plans
8. Leading classes on off-site experiences
9. Completing applications for work, school, or financial aid
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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B. Who could assist with class coverage while teachers meet?

1. Instructional assistants and other paraprofessionals
2. Substitute teachers
3. Transition specialists
4. Administrators
5. Professionals from local colleges, businesses, governmental agencies, community agencies and other school or consortium partners
6. Volunteers
7. Interns
8. Graduate students
9. Guest speakers
10. Teachers from other departments or schools
11. Clerks and other office staff
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-
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What combinations of activities from Section A and personnel from Section B could be considered at your site in order to make time for Lesson Study?

**Review These Additional Ideas for Making Time for Lesson Study**

1. Minimize time spent on staff meetings and communicate business information electronically instead. Use the saved time for professional learning.
2. Release students early and/or start school late and use the time for professional learning.
3. Use some existing planning time for collaborative rather than individual planning and professional learning.
4. Hire a team of substitute teachers to cover classes on a specific schedule; combine classes as appropriate to save money. Teachers in Lesson Study use the time to meet.
5. Once per week or every other week, offer workshops or presentations for large groups of students while their teachers meet.
6. Identify some days as non-instructional days and allow teachers to meet in larger blocks of time.
7. Consider not scheduling classes on days when student attendance is predictably low and holding collaboration time instead.
8. Add a non-instructional day or days prior to the day classes begin at the start of the school year.
9. Create multi-day summer learning institutes for teachers. Schools with long winter or spring breaks could also offer concentrated professional learning time during those periods.
10. Reduce or remove non-instructional administrative, clerical and school management tasks from teachers duties and encourage teachers to use that freed-up time to meet and focus intently on professional.
11. Team teachers so that one teaches while the other independently works on a Lesson Study task.
12. Add extra hours outside of instructional hours to teachers’ contracts or letters of assignment specifically to support collaboration time.

Other additional ideas? Your turn to get creative!

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**Part III Do the brainstorming task described at the beginning of this worksheet.**

**Part IV Reflect and Discuss…**

Reflect on the ideas that have emerged for you as having good potential for making time for Lesson Study at your site. What approaches seem to make sense in the context of your school? Which strategies could you implement right away, and which ones might require more planning in order to implement?

To get stakeholder feedback on making time for Lesson Study, talk with some teachers and/or other key staff who are potential good candidates to participate in Lesson Study as team members, leaders, or supporters. Share some or all of the ideas for making time that you have brainstormed above, and ask for their perspectives and additional/alternative ideas.