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MEMORANDUM

TO: District Professional Development Contacts

FROM: Dr. Frances Haithcock

DATE: June 25, 2010

SUBJECT: UPCOMING PROTOCOL REVIEWER TRAINING

As we continue our efforts to implement Florida's *Professional Development System Evaluation Protocol*, the Department of Education is soliciting experts in professional development to be trained to help conduct on-site district professional development system reviews. We will conduct two 2-day training sessions for new reviewers in August: one in **Orlando on August 24-25 and one in Tallahassee on August 30-31, 2010**.

Reviewers for the *Professional Development System Evaluation Protocol* will be drawn from the following sources:

- Department of Education staff, including affiliate offices such as Florida Diagnostic and Learning Resources System (FDLRS)
- District professional development staff
- Institutions of Higher Education (IHE) with approved programs for teacher education
- Regional consortia such as the Crown Consortium, Heartland Educational Consortium (HEC), Northeast Florida Educational Consortium (NEFEC), and Panhandle Area Educational Consortium (PAEC)

Qualifications for reviewers are:

- Active or retired staff member of one of the organizations listed above
- Five years or more in administrative positions in Florida education systems
- Two years or more experience in planning, conducting, and/or administering professional development programs at a district or regional level

We are beginning a third cycle of reviews to be conducted in a four-year cycle. Each year, approximately 18 districts are visited for an on-site three to five day review. Reviewers must make a commitment to conduct at least two reviews each year for a total commitment of six to ten days over the course of the year and to participate in a two-day training session to prepare for the role of reviewer. Reimbursement for travel and per diem expenses for attending the training and serving as a reviewer will be provided through the Department at approved rates.

We welcome your participation to improve professional development in our state. The reviewer application is available online at http://data.fldoe.org/profdev_reviewertraining. Please have reviewer applicants complete and submit the online form **no later than July 6, 2010**. Selected reviewer applicants will be notified by e-mail of their acceptance shortly after the deadline date.

Please disseminate this notice to others whom you believe meet the criteria and would provide valuable contributions to improving the quality of professional development programs in Florida. For further information contact John Moore, Senior Educational Program Director, by e-mail at john.moore@fldoe.org or Abigail Letcher, Program Specialist, by e-mail at abigail.letcher@fldoe.org. We look forward to our continued work together in providing exemplary professional development programs statewide.