

## Professional Learning Communities (PLC) at Work

### Administrative Dos and Don'ts

Dos	Don'ts
<ul style="list-style-type: none"><li>• Expect teams to collaborate</li><li>• Be present during PLC</li><li>• When necessary, provide team time beyond the late start/minimum days for extended collaboration</li><li>• Provide structured learning time/support to deepen team's shared understanding of the 4 critical PLC questions:<ol style="list-style-type: none"><li>1. What do we want our students to learn?</li><li>2. How do we know if the students are learning it?</li><li>3. What will we do when students don't learn it?</li><li>4. What will we do when students learn?</li></ol></li><li>• Provide feedback on:<ul style="list-style-type: none"><li>○ Team norms</li><li>○ Smart goals</li><li>○ CFA</li><li>○ Instruction</li><li>○ Intervention/Extension</li><li>○ Products of teamwork</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Collect minutes from meetings; grade level and department chairs can be expected to have agendas and minutes from their meetings</li><li>• Ask for sign in sheets</li><li>• Stay in your office or hold other meetings during PLC</li></ul>