



Kentucky Department of **EDUCATION**

Professional Development (PD) Diagnostic Planning Tool

Aligned to 704 KAR 3:035 and KRS 158.6451

Updated September 2025 | Kentucky Department of Education

Professional Development (PD) Diagnostic Planning Tool

Purpose:

The Professional Development (PD) Diagnostic Planning Tool is designed to assist PD Coordinators in developing and organizing professional learning plans for schools and districts. The prompts in this tool directly align with those in the PD Diagnostic located within the Continuous Improvement Platform (Cognia).

Guidance:

All entries in the Continuous Improvement Platform must be submitted by May 1 for the upcoming school year. Submissions may be revised or updated at any time to reflect changes in district or school needs after they are submitted.

Rationale:

This diagnostic is to support the district/school in designing and implementing a professional development plan that aligns to the goals established in [KRS 158.6451](#) and the local needs assessment. The basis of the professional development plan aligns to 704 KAR 3:035.

This plan is for the upcoming school year.

District or School Information

District or School Name	[Type response here]
What is the district's/school's mission?	[Type response here]

Needs Assessment

The needs assessment provides the framework for all districts/schools to clearly identify their most critical areas for improvement that will be addressed in the planning process through the development of goals, objectives, strategies, and activities.

Top Two Areas Requiring Professional Development (List Area 1 and Area 2)	[Type response here]
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Professional Development Area 1

For the first identified area requiring professional development, what required district/school goal(s) from the Comprehensive Improvement Plan will be supported through this professional development (state assessment results in reading and mathematics, state assessment results in science, social studies and writing, achievement gap, English learner progress, quality of school climate and safety, postsecondary readiness, or graduation rate)?

Which district/school Comprehensive Improvement Plan goal(s) will this PD support?	[Type response here]
What are the specific objectives (long-term and short-term) for this PD?	[Type response here]
What are the intended results of this PD (e.g., student outcomes, educator beliefs, practices)?	[Type response here]
How will this PD be monitored for evidence of implementation?	[Type response here]
What data will be considered and gathered (e.g., student work samples, curriculum-based assessments, classroom observations)?	[Type response here]
Who is responsible for gathering this data?	[Type response here]
How frequently will this data be analyzed?	[Type response here]
What will be the indicators of success of this PD (e.g., improved formative assessment data, teacher efficacy and perception data, ongoing classroom data points)? Consider the completed actions or markers that need to occur that would indicate the goals and objectives that have been achieved and describe them in detail.	[Type response here]
Who is the specific target audience for this PD (e.g., elementary math teachers, those	[Type response here]

implementing a specific high-quality instructional resource)?	
What specific resources are needed to support this PD (e.g., staff, funding, technology, specific instructional resources, professional development from vendors, release time for professional learning)?	[Type response here]
What funding source(s) will be utilized to support this PD?	[Type response here]
What will be the start date and anticipated completion date for each PD activity? If PD is ongoing, specify the frequency of activity across the year.	[Type response here]
What supplies and resources will be needed to implement this PD?	[Type response here]
What specific ongoing supports will be provided for professional development implementation (e.g., district level coaches will work with teacher teams monthly, building level coaches will lead monthly PLCs using instructional resources from professional development, bi-monthly release time for teachers to analyze student work or cooperative planning, monthly meetings with mathematics consultants)? The ongoing support should be connected to the specific professional development area identified in question 3.	[Type response here]

Professional Development Area 2

For the **second identified area requiring professional development**, what required district/school goal(s) from the Comprehensive Improvement Plan will be supported through this professional development

Which district/school Comprehensive Improvement Plan goal(s) will this PD support (e.g., (state assessment results in reading and mathematics, state assessment results in science, social studies and writing, achievement gap, English learner progress, quality of school climate and safety, postsecondary readiness, or graduation rate)?	[Type response here]
What are the specific objectives (long-term and short-term) for this PD?	[Type response here]
What are the intended results of this PD (e.g., student outcomes, educator beliefs, practices)?	[Type response here]

How will this PD be monitored for evidence of implementation?	[Type response here]
What data will be considered and gathered (e.g., student work samples, curriculum-based assessments, classroom observations)?	[Type response here]
Who is responsible for gathering this data?	[Type response here]
How frequently will this data be analyzed?	[Type response here]
What will be the indicators of success of this PD (e.g., improved formative assessment data, teacher efficacy and perception data, ongoing classroom data points)? Consider the completed actions or markers that need to occur that would indicate the goals and objectives that have been achieved and describe them in detail.	[Type response here]
Who is the specific target audience for this PD (e.g., elementary math teachers, those implementing a specific high-quality instructional resource)?	[Type response here]
What specific resources are needed to support this PD (e.g., staff, funding, technology, specific instructional resources, professional development from vendors, release time for professional learning)?	[Type response here]
What funding source(s) will be utilized to support this PD?	[Type response here]
What will be the start date and anticipated completion date for each PD activity? If PD is ongoing, specify the frequency of activity across the year.	[Type response here]
What supplies and resources will be needed to implement this PD?	[Type response here]
What specific ongoing support will be provided for PD implementation?	[Type response here]

Additional Information

If there is additional professional development information you would like to include, please add it here. If you do NOT wish to include an optional extension, please list N/A in the space below.	[Type response here]
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