

## Role: PLC Facilitator

- Keeps accurate documentation of sign-in sheets.
- Uses a consistent minutes template to document the CARE cycles and submits for approval to the designated PD Administrator.
- Facilitates the PLCs as determined by building administration.
- Ensures 100% PLC registration in MyLearningPlan.
- Completes and submits the Mid/End of Year Verification forms.

## Role: Inservice Facilitator

- Understands and promotes all rules and guidelines of the PL System and standards for professional learning.
- Disseminates pertinent information to the school's PLC Facilitators and the PD Administrator in a timely manner.
- Serves as liaison between PDSS and school's PL Team.
- Ensures 100% PLC registration in MyLearningPlan.
- Maintains all documentation: sign-in sheets and minute for 5 years.
- Approves documents as part of the designated workflow: PLC proposals, registration verification and Mid/End of year verification forms.
- Closes all PLCs by May 15<sup>th</sup> of each school year to ensure that all those who completed the requirements are awarded inservice points.

## Role: PD Admin

- Oversees all professional learning in the school.
- Supports the time and opportunity for staff to collaborate through authentic PLCs and other professional learning.
- Ensures 100% PLC registration in MyLearningPlan.
- Approves documents as part of the designated workflow: minutes, PLC proposals, registration verification and Mid/End of year verification forms.
- Monitors and records the progress of participant's' implementation of new skills and practices on the job.