

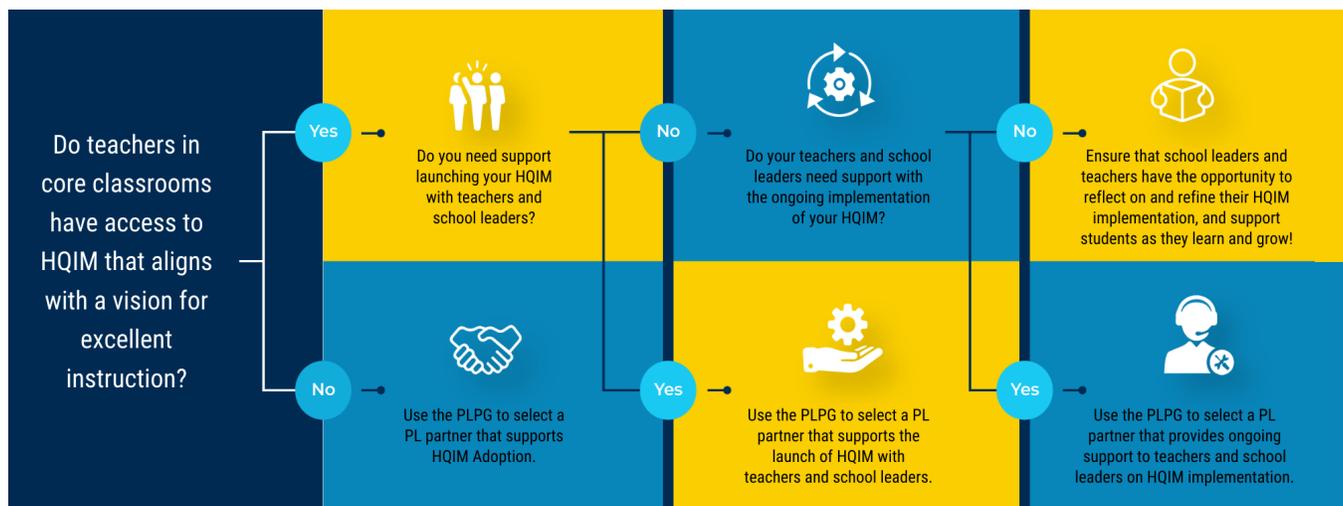


Steps to Selecting a Great Professional Learning Partner

The following steps serve as a guide in identifying and selecting a high-quality professional learning partner to support the adoption or implementation of high-quality instructional materials (HQIM) in your schools.

1. Define Your Needs

Prior to researching professional learning partners to provide services to your district and schools, you should identify your professional learning needs and/or goals by asking yourself the following questions:



2. Identify Partners that Meet Your Needs

Once you have identified your professional learning needs, use the [Professional Learning Partner Guide](#) to identify professional learning partners that provide services to meet them. Specifically, you can use the filters on the Professional Learning Partner Search page to refine your search, and review matching professional learning partner profiles to determine if their services are aligned with your professional learning and academic goals.

Once you have narrowed your list of professional learning partners, you can:

1. Draft a Request for Proposals for professional learning services and encourage providers to apply. View this [report](#) from Johns Hopkins School of Education on how to draft a high-quality RFP for guidance.
2. Interview the professional learning partners on your list using the [Professional Learning Partner Interview Guide](#).

3. Select a Partner

Based on the results of your RFP or interviews, select the professional learning partner that best meets your professional learning needs. Questions to consider as you finalize your decision:

1. Does this partner's services align with our vision for excellent instruction and help us achieve our professional learning and academic goals?
2. Will this partner help us build capacity within our leadership team to support the implementation of HQIM beyond the terms of the contract?
3. Will this partner's services support or contradict services that we are currently receiving from other professional learning vendors?
4. What are non-negotiable professional learning services, materials, or communications that we want our partner to provide that need to be discussed and included in the contract?

4. Kick-Off Services

After the contract is signed, but before services begin, you should hold a kick-off meeting with your new professional learning partner to align the goals and objectives of your partnership. During this meeting, you should:

- establish or refine your vision for excellent instruction and discuss how your partner will help you achieve it;
- provide an overview of your district's current professional learning practices and discuss which of these should stop, start, or continue in order to achieve your professional learning goals;
- discuss how the professional learning provider's practices coincide with your practices and where they may contradict your practices, and create a plan for cohesion; avoiding confusion in the field; and
- establish a plan for monitoring professional learning services, providing feedback to the provider from all users, refining the scope of work based on these data.

If you are working with multiple professional learning partners, we recommend that you view our [Guide to Effectively Managing Multiple Professional Learning Partners](#) for help on how to bring cohesion across their services to achieve your instructional vision.

Need help with your selection process?



Rivet Education can serve as an objective third party to manage your professional learning partner selection process. Having spent the last five years supporting school systems with the adoption and implementation of HQIM, we know what works, what doesn't, and how to tell the difference.

Contact us today at info@riveteducation.org to discuss how we can support you in selecting the best professional learning partner to meet your unique instructional needs.