

AISA Professional Learning Design Team



Terms of Reference 2019-20

Statement:

The AISA Professional Learning Design Team, or PLDT, serves as an advisory body to the AISA Executive Director and the AISA Director of Professional Learning in the planning, delivery and evaluation of Professional Learning activities for AISA's membership. The work of the PLDT is therefore in service of AISA's mission and aimed at supporting professional growth and improved student learning across our member-schools.

Composition of the PLDT:

The PLDT consists of eight members, appointed by the Executive Director in agreement with their heads of school. The membership of the PLDT includes a cross section of the most innovative leaders of professional learning in our region, who we believe will provide a valuable contribution to AISA's professional learning programming and comprises a variety of perspectives that will serve the differentiated professional learning needs of AISA's diverse membership. Members of the PLDT will represent all parts of the continent, large and small schools and different curricular models. From time to time, an opportunity to enhance the PLDT could be to engage the services of outside consultants who will serve in a voluntary and/or ex-officio capacity.

PLDT Membership Profile:

To serve on the PLDT, an individual must:

- Be leaders of learning (student, professional or both) at her/his school.
- Be learning -focused, passionate about improving learning and internationally minded.
- Work at an AISA full member school and be endorsed by her/his head of school
- Have the support of her/his chief school administrator; including financial support to annually travel to and attend the AISA Conference and the PLDT Strategic Planning Meeting that takes place either immediately before or after this conference.

PLDT Membership Commitments:

Members of the PLDT are expected to:

- Be fully engaged in and informed about the work of the PLDT for TWO full academic years
- Participate in regular group calls, complete group and individual tasks in a timely manner and offer leadership in negotiated areas of responsibility
- Take responsibility for one or more strategic aspects of the PLDT's work
- Attend the two-day PLDT Strategic Meeting before or after the annual AISA Conference
- Organise funding for their travel to and from the PLDT annual meeting that is connected to the AISA Conference
- Maintain confidentiality of commercially sensitive information
- Work in a spirit of collegiality, active collaboration, mutual respect and critical friendship.
- Focus on the good of the organization as a whole.

PLDT Responsibilities:

Under the guidance of the AISA Director of Professional Learning

- Assess the Professional Learning needs of member schools and the monitor the effectiveness of AISA's various Professional Learning programmes with relation to supporting professional growth and improved student learning
- Develop a balanced, innovative multi-year plan for AISA's Professional Learning activities which:
 - has an overall aim of developing professional growth and improved student learning in

AISA schools

- covers is grounded in current research and innovative thinking
 - are multi-modal and offer a variety of learning styles and formats
 - give coverage of the AISA Competency Frameworks for Educators and Leaders
 - addresses the clearly articulated needs of member schools
 - reflects internally or externally agreed/benchmarked standards
 - supports AISA's mission and vision
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- Review and, as needed, revise the multi-year plan based on input from member schools, current research and thought, and other pertinent feedback
 - Support the Executive Director and Director of Professional Learning in the identification of learning priorities and facilitators for AISA's various Professional Learning offerings based on pre-defined criteria
 - Propose strategic initiatives and make recommendations regarding Professional Learning to the Executive Director and Director of Professional Learning
 - Offer advocacy for one or more aspect of the PLDT's works i.e. early years education
 - Participate in AISA's online PL Coordinators Community of Professional support with regular posts and sharing of expertise across the wider group

AISA Support for the PLDT:

The PLDT can expect that:

- Their work will be respected and valued by the Executive Director, Director of Professional Learning and the AISA Board
- AISA will fund two nights hotel accommodation and pay per diem allowances for the annual meeting connected to the AISA Conference
- AISA will offer free registration to PLDT members to attend the AISA Conference
- All member schools will be asked by the Executive Director and the AISA Board to support the learning and subsequent outcomes of the PLDT by cooperating in surveys, assessments, etc.
- The AISA Director of Professional Learning and Secretariat staff will assist PLDT in its work

PLDT Work Process:

- The PLDT will manage its outputs following the applicable objectives stated in AISA's strategic plan. It is important that once this plan is devised and agreed, the time frames for each of the outputs are achieved without delay. The team will use a distributed leadership model where group members take responsibility, lead and co-lead various aspects of the group's work.
- The PLDT will report 3 times a year (including any recommendations) to the Executive Director and the AISA Board through the process of consensus managed by the Director of Professional Learning.
- "Consensus" is understood to be a cooperative agreement that all stakeholders will support. This may also be a 'temporary fixed position'.

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