

## Loudoun County Public Schools uses **MyLearningPlan**<sup>®</sup> to efficiently manage professional development needs for staff of over 7,000 in one of the fastest growing counties in the nation.

Loudoun County provides 500-700 professional development activities from internal and external sources at 20 different sites during its annual three-day summer conference, in addition to more than 2,000 offerings throughout the year.

**MyLearningPlan** simplifies the planning, execution, and record-keeping processes with fast and easy online catalog and registration tools to target activities for specific groups and enroll participants. Loudoun County maximizes resources and encourages continuous improvement and accountability by harnessing the **MyLearningPlan** evaluation tools to gather and organize feedback, and to provide relevant reports for all stakeholders.

### Planning and Managing Growth

Loudoun County had been a provider of large-scale professional development programs for many years. In 2004, the county was facing the prospect of continued explosive growth. District leaders sought an easier, scalable, online system for managing professional development. In addition, they were experiencing significant staff movement within the district,

as well as a high attrition rate of over 300 teachers per year. The district needed a system to not only plan, manage, and document district-wide PD activities, but also readily handle both active and inactive employees.

### Loudoun County: At a Glance

- County school district in Northern Virginia outside of Washington, DC
- Growth rate of 6% per year
- 520 square miles
- 57,500 students
- 7,000 total staff members (including 5,800 teachers)
- 75 schools
- 37% minority population
- MyLearningPlan customer since 2004

### Maintaining Records

Each semester, Loudoun County manages 700-800 professional development activities in its district catalog, in addition to integrating approximately 30 courses offered through area universities. MyLearningPlan enables online viewing and registration of all activities and provides a comprehensive system for recording all completed activities in online portfolios. "MyLearningPlan is much easier to use than the system we had before," reported John O'Connor, Supervisor of Staff Development. Licensed personnel can track and maintain a record of their learning experiences for a variety of

purposes, including salary lane changes, relicensure, graduate credit, Highly Qualified Teacher status, and National Board Certification. "People love that everything they've taken through MyLearningPlan is right in their online portfolio."

**"MyLearningPlan<sup>®</sup> has fueled this growth and improvement."**

—John O'Connor, Supervisor of Staff Development, Loudoun County Public Schools

WE'RE  
ALL ABOUT  
ACCOUNTABILITY

## Disseminating Responsibility

Loudoun County curriculum leaders drive the professional development planning process, and with MyLearningPlan, they can follow through to assess results. Instructional leaders identify student-based professional development needs, create and select staff development activities, bring in outside organizations as needed, and construct online evaluations using user-friendly technology.

They review reports and check back with facilitators to monitor learning and plan next steps. The rates of participation and return of evaluations have been extremely high.

## Maximizing Resources

With major budget cuts, saving time and money has become paramount for Loudoun County's Instructional Services department. By doing away with conventional printed catalogs, the department stopped spending close to \$20,000 per year in printing costs, as well as associated time. MyLearningPlan offered flexible tools for streamlined reporting to the School Board and other key decision-makers, and the integrated form and workflow system helped to keep costs low for the summer conference, which came in at only \$40 per person per day, including meals. The scalable online catalog, powerful workflow automation, and myriad of report templates within MyLearningPlan have also increased staff productivity. These efficiencies freed district instructional leaders to focus on critical issues related to teacher learning outcomes and student performance.

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—John O'Connor

## Enhancing Attitudes and Quality

MyLearningPlan has been a catalyst for changing the culture of professional development within Loudoun County. The district has expanded offerings and capacity, increased staff involvement from all departments, including Food Services, Technology, and Custodial, and enhanced the quality of presenters. "MyLearningPlan has fueled this growth and improvement," stated O'Connor.

## Moving Forward

Loudoun County just launched a new proposal feature that will take their professional development program to the next level. Seeking to increase job-embedded, school-based professional learning opportunities, the proposal form allows teacher leaders to submit professional development ideas for both formal and informal activities. Principals are empowered to view, approve, and document teacher learning that transpires for individuals and in small group settings. Expanding the use of the TeamRooms within

MyLearningPlan will provide additional forums for school teams to engage in online conversations and to easily share instructional materials. "MyLearningPlan has really opened up possibilities," declared O'Connor.

