



mlrc

Multilingual Learning
Research Center



Strengthening the Educator Workforce for Multilingual Learners Toolkit

**Module 3
Participant Workbook**

Multilingual Educator Toolkit – Module 3 Workbook

This workbook allows the team to pull together all the data collected and reflected on in the first two modules and align those data with the stated goals. The goals are then prioritized and for the highest priority goals the team will develop an action plan.

Section 1: Align Data & Reflect

First, divide into small groups and each group takes one or two goals. Using the completed workbooks from Modules 1 and 2, complete the table for each goal.

Table 3.1

	Data Relevant to Goal 1	Data Relevant to Goal 2	Data Relevant to Goal 3	Data Relevant to Early Win Goal
District ML vision and programs				
ML students				
Teachers of MLs				
Pre-service programs				
In-service professional learning				

Section 2: Prioritize Goals and Action Steps

As a full group, review all the goals and data. Prioritize two goals. Then look at the prioritized goals and outline proposed action steps.

Table 3.2

Goal	Proposed Action Steps (try to limit to no more than 3 steps per goal)
Goal 1	
Goal 2	

Section 3: Action Planning

Example:

Now that you have prioritized your goals and have data to support the proposed action steps, you can work on an action plan for your top 2 goals. A sample goal, with a few examples of related actions, is provided below to further support your planning.

Sample Goal 1

By the end of 2026, our district will have a professional learning program that provides support to 60% of teachers of ML students. Via survey, 60% of participating teachers will provide feedback indicating that the program met their needs.

Actions you will do in Year 1	Who is responsible?	What competencies, policies, or practices will be needed for this action item?	Funding source	Start date	End date	How will you know the results are meeting your goals?	Who will hold the person(s) accountable?
Create a district professional learning team to develop and implement professional learning on ML pedagogy	Director of Teaching and Learning	ML pedagogy, reading specialists, adaptive services, etc.	Annual Budget: \$TBD per annum	May 2025	Ongoing	At least 1 professional learning session per quarter is attended by 60% of ML teachers 60% of quarterly professional learning session participants have provided positive feedback	Superintendent, school principal
Develop and distribute a teacher survey capturing feedback on the ongoing professional learning	ML Team Lead	Survey and impact assessments, survey platform	Annual Budget: \$TBD per annum	May 2025	June 2026	Survey is administered to all professional learning participants and completed by 60%	Superintendent, school principal

Your Action Plan

(Feel free to complete this in a separate document if you need more space. Recreate this table for future years if you are doing multi-year planning.)

Goal 1:

Actions you will do in Year 1	Who is responsible?	What competencies, policies, or practices will be needed for this action item?	Funding source	Start date	End date	How will you know the results are meeting your goals?	Who will hold the person(s) accountable?

Additional Space for Action Planning Notes

Your Action Plan

Goal 2:

Actions you will do in Year 1	Who is responsible?	What competencies, policies, or practices will be needed for this action item?	Funding source	Start date	End date	How will you know the results are meeting your goals?	Who will hold the person(s) accountable?

Additional Space for Action Planning Notes

Your Action Plan

Goal 3:

Actions you will do in Year 1	Who is responsible?	What competencies, policies, or practices will be needed for this action item?	Funding source	Start date	End date	How will you know the results are meeting your goals?	Who will hold the person(s) accountable?

Additional Space for Action Planning Notes

Your Action Plan

Early Win *(that you would like to complete in the next 60 days)*

Actions you will do in Year 1	Who is responsible?	What competencies, policies, or practices will be needed for this action item?	Funding source	Start date	End date	How will you know the results are meeting your goals?	Who will hold the person(s) accountable?

Next Steps

Additional Space for Action Planning Notes

The Multilingual Learning Research Center is a research center whose goal is to advance educational outcomes for multilingual learners through innovative and socially just research and research–practice partnerships.

- We collaborate across research disciplines to bring together bodies of knowledge, theories and methodologies in innovative ways.
- We seek to answer complex questions that have an impact on multilingual learners’ school success.
- We focus on elements key to the educational success of multilingual learners, including instruction, assessment, curriculum and program design.
- We value research–practice partnerships with educators to develop long-term, mutually beneficial collaborations around the production and use of research.
- We leverage local and global contexts and connections to interrogate a range of issues related to the education of multilingual learners.

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