



## Program Profile Description

### What Program Profiles Are and Why They Are Useful

Program “profiles” are a one-page summary that highlights the components of each teacher retention strategy or program. Similar to a logic model, program profiles make it easy to understand what components define the program; the direct results of the program component(s); and what the program is collecting, documenting, or measuring to discern if what we are doing is working. This tool helps districts streamline their approach to amassing data—including data planning, coordination, and collection—to reduce the burden on school and district staff. It also offers a format and a common language that allows leaders to collaborate more easily.

Program profiles include:

- **Program components:** Pieces or parts of your program, such as program offerings, elements, inputs, and activities.
- **Implementation objectives:** Capture what happens in the program, such as process objectives, outputs, and deliverables.
- **Impact objectives:** Capture the ways in which we know that what we are doing is having an effect. There are short-, medium-, and long-term impact objectives.
- **Evaluation components:** Indicators used to determine impact, such as program measures or documents.
- **Data collection strategies and methods:** The data sources and tools, plus corresponding details (e.g., frequency of collection, measure details, contact), used to determine progress on the implementation and impact objectives.

### How Program Profiles Were Developed and Used

To help Chicago Public Schools discern which strategies are helping programs meet their retention goals, we reviewed eight major teacher retention programs. We identified the essential formative and summative data required to monitor and improve the impact of each retention strategy. Documenting this information highlighted an opportunity to centralize the details of each program to allow comparison of data collection tools and methods.

The resulting program “profiles” represent a one-page summary that highlights the components of each program, including the purpose and method of data collection. The tool helps to organize and connect the components of a program with the implementation and impact objectives while capturing the evaluation component of each program (e.g., what the program is collecting, documenting, or measuring). Multiple profiles can be reviewed side-by-side and used to identify gaps and opportunities for streamlining data collection toward intended outcomes.

## Creating and Using a Program Profile and Data Inventory

A program profile is a visual organizer that, when used in conjunction with a data inventory table, can quickly build shared understanding of teacher retention strategies so teams can efficiently review, compare, and collaborate. Follow these steps to begin an iterative process for creating a program profile with a data inventory for your state or district:

### Data Inventory Table

1. Create a list of all teacher retention programs and strategies in your district.
2. Set up a spreadsheet (Excel, GoogleSheets, etc.) to capture information from the teacher retention programs or strategies in your district (which you may do through an iterative process before, during, and after the profiles are completed).
3. Label each column so it accurately reflects the context of your district. Figure 1 provides an example data inventory table.

**Figure 1. Example Data Inventory Table**

Program/ Strategy	Metric Name	Metric Details	Data Collection Type	Audience	Collection Frequency	Years of Collection	Point of Contact
New Teacher Mentoring Academy (NTMA)	NTMA Annual Survey	Gather feedback on quality and relevance of NTMA program	Survey	NTMA mentors and teachers	Annual	2016– present	Jane Doe

### Program Profile

1. Using the Program Profile Template, enter the program or strategy title.
2. Enter the name of the point of contact or program lead.

3. Write a brief sentence that describes the overarching objectives of the program or strategy.
4. Follow the guidance in the template to complete the first four boxes of the program profile from left to right:
  - a. Program Components—the pieces or parts of your program.
  - b. Implementation Objectives—what happens in the program.
  - c. Impact Objectives—the ways in which we know that what we are doing is having an effect.
  - d. Evaluation Components—the indicators, program measures, or data sources used to determine impact.
5. Consider two options to complete the “Data Collection Strategies and Methods” box of the program profile.
  - a. Option 1—If you created your data inventory table using an online document (e.g., GoogleSheets), add a link to the spreadsheet in the box. Then fill out one row at a time with the name of each metric used to monitor the effectiveness of the program and corresponding details by filling in the information for each cell across the row.
  - b. Option 2—List the name of all metrics used to monitor the success of the program.
6. Confirm the details of each program profile and check for accuracy. Make iterative additions or edits to the profile and the data inventory table as needed.
7. Share all completed program profiles with program leads or other leaders within your district and look for commonalities. Consider asking the following questions:
  - a. Do we have any overlap on what data are being collected?
  - b. If so, what could be combined or eliminated?
  - c. How might we streamline data collection?
  - d. What data are most useful or essential to all strategies?
  - e. What data should or need to be distinct among programs?



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