

Sample Professional Development Plan #1

Jane Doe	September 2009
Name	Date
Grade 10	CHS
Teaching Assignment	School

Step One - Focus Domain: (Please Circle One)

Domain One: Planning and Preparation

Domain Three: Instruction

Domain Two: Classroom Environment

Domain Four: Professional Responsibilities

Domain Five (a – f): Special Education Department

Demonstrating Effective Case Management Skills
Due Process
Testing/Assessment

Supervision of Educational Instructional Assistants
Consultation
Knowledge and Skill Specific to Qualifying Disabilities

Domain Six (a-e): Nursing Department

Planning and Preparation
The Environment

Delivery of Service
Professional Responsibilities

Focus Component (Select One): 4e: Growing and Developing Professionally

Target Level of Performance: Proficient/Distinguished

Step Two - Summarize Current Level of Performance: (This is your baseline/starting point in your focus component; you will not be evaluated on this. This is a basic overview of where you are and where you want to go.)

Number 2a: Currently, I tend to remain in the “basic” category and visit the proficient category a few times a year. I become consumed with the day-to-day preparation of teaching and leave little time to seek professional growth opportunities off campus. I attend a conference once a year at the most, and have not taken a continuing education course in a few years. I have spent the first few years of teaching becoming acclimated and now I am ready to invest my time and energy into staying informed with the latest developments within education and exercise leadership amount colleagues.

Number 2b: It is important for student learning to enhance my content knowledge and pedagogical skill and display service to the profession because students feel a higher level of respect and admiration for teachers who are eager about growing. Students would be more committed to learning if they see their teacher more committed to them. In addition, as I refresh my memory on the social, philosophical and historical foundations of education as well as the psychological foundations of education, I can revisit my teaching philosophy in the classroom perhaps, I may develop new strategies for motivating the students to value their education and remain committed.

Step Three - Complete Column One and Column Two prior to presenting the plan to the administrator for suggestions, support and approval. Once approved, throughout the year document in Column Three the evidence of plan implementation and demonstration of completion. Submit evidence/artifacts to the administrator when completed.

Column One	Column Two	Column Three
Targets: Select target level(s) of performance from the focus component.	Step(s): Outline the steps necessary to achieve the target level(s) of performance including timeline.	Evidence: Document and attach hard copies to validate completion.
“Teacher seeks out opportunities for professional development”	<ul style="list-style-type: none"> -Attend (name of) conference (Not job-embedded) -use quia.com as a main resource for online assessments (Job-embedded) -strive towards paperless assessments and practice exercises (Job-embedded) 	<ul style="list-style-type: none"> -attend conferences -supply artifacts to support attending the conference -evidence provided to support paperless assessments and practice exercises.
“Teacher participates actively in assisting other educators”	<ul style="list-style-type: none"> -mentor new teachers (Job-embedded) -collaborate middle and/or lower school teacher to have students create a fairy tale unit where they read a variety of stories and select one for a play. (Not job-embedded) 	<ul style="list-style-type: none"> -record of meeting dates and summary of meetings -e mails and records of meeting dates -video tape of play

Administrator Summative Comments as to Completion of Goal:

A discussion based on the Professional Development Plan took place. This form completes the Professional Development Plan. The teacher's signature represents that they received a copy and does not represent agreement.

Check appropriate box:

Goal met Goal Unmet

Teacher's signature: _____

Date: _____

Administrator's signature: _____

Date: _____