



# PDP

# Professional Development Plan

Name:

Date:

School/Program:

Position:

## **SCHOOL/DEPARTMENT IMPROVEMENT GOAL PDP WILL BE SUPPORTING:**

**PROFESSIONAL DEVELOPMENT GOAL:** (District curriculum Content Standards, Standards of Effective Instruction and/or Teacher Job Description may be used as planning tools. Please make goal student-centered if you work directly with students. If you do not work directly with students, make your goal applicable to supporting student achievement or teachers.)

**STUDENT OBJECTIVES:** (Outline the specifics of the goal and what is to be accomplished by students or those who are the recipients of your efforts, e.g., adults. What results are you looking for? Objectives are the smaller parts of the main goal.)

- 1.
- 2.
- 3.

**TEACHER/SUPPORT STAFF OBJECTIVES:** (Give specifics of the goal and what is to be accomplished by you. This is what you personally want to get better at to help students meet the objectives as outlined above.)

- 1.
- 2.
- 3.

**STRATEGIES TO BE USED TO REACH GOALS AND OBJECTIVES:** (How will you accomplish the goals and objectives? What actions and activities will you and/or students be doing to get the desired results? Be sure the strategies align with the objectives.)

- 1.
- 2.
- 3.
- 4.

**INDICATORS OF GOAL ACHIEVEMENT:** (How will you know you are achieving results? What evidence will there be to support progress? What data will you collect and how will it be collected? What measurements will you use?)

- 1.
- 2.
- 3.

**RESOURCES NEEDED:** (e.g. people, time, materials, staff development.)

**PROFESSIONAL DEVELOPMENT TEAM MEMBERS:**

**TIMELINE FOR TEAM MEETINGS:** (At least three per year are required. Additional meetings may be scheduled as needed or desired.)

Fall (plan)

Winter (Report)

Spring (Report)

**TECHNIQUES SELECTED TO ASSIST IN GOAL ATTAINMENT:** (These activities should be centered on your plan and assist in reflection, data collection and analysis, collegial sharing. Choose one or two that you believe will be most beneficial. Doing more than one or two is optional and acceptable.)

- \_\_\_\_\_ Peer Coaching/Cognitive Coaching
- \_\_\_\_\_ Professional Portfolio
- \_\_\_\_\_ Formal/Informal Observations
- \_\_\_\_\_ Study Group
- \_\_\_\_\_ Analyzing Student Data
- \_\_\_\_\_ Reviewing Student Work

- \_\_\_\_\_ Action Research
- \_\_\_\_\_ Journaling
- \_\_\_\_\_ Videotaping/Audiotaping
- \_\_\_\_\_ Student/Family Surveys
- Other: \_\_\_\_\_

**SIGNATURES:** (Completed plan needs to be discussed with PDP Team before being signed and submitted to Site PDP Coordinator.)

\_\_\_\_\_  
You

\_\_\_\_\_  
Coach and/or Team Member

\_\_\_\_\_  
Supervisor/Principal

\_\_\_\_\_  
Team Member

**Please note:** Make three copies of this plan. Keep one copy for yourself. Give two copies to your PDP Site Coordinator, One copy will be kept at your site and the other copy will be forwarded to Professional Development Services. Each school should forward all completed PDP forms together in one packet by the third week of November.