

GLOVERSVILLE ENLARGED SCHOOL DISTRICT

PROFESSIONAL GROWTH PLAN



PURPOSE

The purpose of the Professional Growth Plan is to establish an alternative format to the traditional teacher observation for tenured teachers. It is based on the premise that teachers can and will assess their learning and career needs and determine the best format for growth.

GUIDELINES

Professional development is a process by which competent teachers achieve proficiency and continually improve skills. It is driven by the teacher's own motivation and the policies and practices of the district that promote reflective practice.

Tenured teachers have the option of designing and implementing a Professional Growth Plan. For tenured teachers who are successfully achieving district goals, self directed professional growth will include the development, implementation and completion of a Professional Growth Plan (PGP) in consultation with one's supervisor. The process will consist of the following steps:

1. Plan Development

The teacher, after reflecting on his/her teaching practice, identifies a focus for professional growth, goals for a determined time period, and means/activities to achieve them. The teacher will meet with his/her supervisor by October 1 of the beginning year of the teacher's plan to discuss and record the plan content and to determine a time frame for its completion. The time frame may be 1, 2, or 3 years, depending on its nature. With the supervisor's approval, teachers may opt to collaborate with colleagues on a common plan to achieve school/district goals for student learning.

2. Plan Implementation

The plan is to be considered an extension of what teachers normally do in the course of performing their professional responsibilities and must not constitute or be considered an unreasonable burden. The plan is to be clearly structured with specific procedures for documentation as outlined.

3. Progress Review

Annually by June 1 the tenured teacher will submit to his/her supervisor a review of progress. Adjustments to the plan may be made by agreement of both parties. Either the teacher or supervisor may request a conference regarding the plan's progress at any time.

4. Plan Evaluation

At the completion of the plan, the teacher and supervisor will meet to assess the results. Teachers who continue to meet district standards may then develop a new plan to commence at the beginning of the following school year. Teachers experiencing persistent difficulty may be moved by the supervisor to the Teacher Improvement Plan procedure.

5. Formal Observation

A tenured teacher who is participating in a PGP will be exempt from formal observation. A tenured teacher may also have the option to choose an observation in lieu of a PGP.

6. Annual Evaluation Supervisors will complete an Annual (Summative) Evaluation for all teachers.

SUGGESTED ACTIVITIES FOR PROFESSIONAL GROWTH PLANS

- **SELF-IMPROVEMENT PLAN**

Develop a plan of action or activity that directly relates to your chosen goal(s) and share your findings with peers.

- **INSTRUCTIONAL TEAM INTERACTION PLAN**

Work with a colleague(s) to set a common goal(s) and outline a plan of action to be implemented.

- **PORTFOLIO OF PROFESSIONAL GROWTH**

Develop and keep a portfolio of materials you use throughout the year that show educational and professional growth related to your chosen goal(s).

- **WRITE A PROFESSIONAL ARTICLE/ESSAY**

Work individually or with a colleague to write an essay or article relative to your goal(s) and area of professional growth.

- **VIDEOTAPING AND ANALYSIS**

Through the use of videotaping / digital recording you will “observe yourself” as you work towards your self-selected goal(s). A minimum of three taping sessions is required.

- **SELF-CHOICE**

If you have another idea, work with your administrator and create your own professional growth plan according to your desired goal(s).

SELF-IMPROVEMENT PLAN

Teacher: _____ Position/Grade _____

School: _____

Goal: _____

- Provide professional activities (minimum of 2) directly related to your goal (i.e., research, participation in community organizations, conferences, etc.)

Activity

Date Completed

- Research: List titles (minimum of two journal articles, books, media viewed or other resources)

- Sharing Activities List the colleagues you have shared your findings with:

Colleagues

Date Completed

Attach a copy of written summary. Summary may include possible applications, significant points, your personal views.

Teacher's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

Supervisor's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

INSTRUCTIONAL TEAM INTERACTION

Teacher: _____ Position/Grade _____

School: _____

- Meet with one or more teachers to set common goals and outline a plan of action to be reviewed with the Administrator. The progress of this plan will be reviewed jointly by teachers and administrator throughout the year.

Participants: _____

Goal(s): _____

- Submit a copy of your proposal which will include a statement of your goals, materials and procedures.

Document Meeting Dates with Team Members:

<u>Activity</u>	<u>Date Completed</u>
_____	_____
_____	_____
_____	_____
_____	_____

- Attach a copy of written summary.

Teacher's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

Supervisor's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

PORTFOLIO OF PROFESSIONAL GROWTH

Teacher: _____ Position/Grade _____

School: _____

Goal(s): _____

- Throughout the year, gather a minimum of ten items, including lesson plans, professional articles, ideas, samples, photos, art ideas, books, etc. and organize them into a portfolio. This portfolio will show educational and professional growth in either a specific area or in a variety of areas.
- Throughout the year you will share your portfolio with the Administrator. In addition, a written table of contents will be submitted as well as a written self-evaluation.

Teacher's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

Supervisor's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

WRITING A PROFESSIONAL ARTICLE/ESSAY

Teacher: _____ Position/Grade _____

School: _____

Goal(s): _____

- Write an essay or article that directly relates to the goal(s) you have chosen and your area of professional growth. Attach a separate sheet identify the following components:

Author(s):

Topic:

Proposed Outline:

Draft:

Final Piece: (Bibliography of references is required)

Teacher's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

Supervisor's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

VIDEOTAPING AND ANALYSIS

Teacher: _____ Position/Grade _____

School: _____

Goal(s): _____

- Using a minimum of three taping sessions, you will have the opportunity to observe yourself as you work on your goal(s) and area of professional growth and analyze the results.
- Submit the tape and your written analysis after each taping to the Supervisor.
- Documentation of Videotaping:

<u>Participants</u>	<u>Date of Taping</u>	<u>Date Submitted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Teacher's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

Supervisor's Signature Date Initiated by Oct. 1 Conference by Feb. 1

Conference by June 1

SELF-CHOICE

Teacher: _____ Position/Grade _____

School: _____

Goal(s): _____

List Objectives:

1. _____

2. _____

3. _____

4. _____

Evaluation:

Teacher's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

Supervisor's Signature

Date Initiated by Oct. 1

Conference by Feb. 1

Conference by June 1

EVALUATION FORM

Teacher: _____ Position/Grade _____

School: _____

- Progress rating form shall be completed by June 1

_____ Goal Met

_____ Goal in Progress

_____ Goal Needs Further Development

_____ Goal Continuing Next Year

Supervisor's Comments:

Supervisor's Signature

Date

Teacher's Comments:

Teacher's Signature

Date

This progress rating form will be attached to each professional growth option plan