

PROFESSIONAL DEVELOPMENT PLAN FOR TEACHERS

NAME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ MENTOR \_\_\_\_\_

SCHOOL \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_ HIGHER EDUCATION REP. \_\_\_\_\_

GRADE LEVEL \_\_\_\_\_ DATE \_\_\_\_\_

GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
<p>Instructional Process</p> <p>A. District Responsibility</p> <ol style="list-style-type: none"> <li>1.) Discuss Performance Based Teacher Evaluation</li> <li>2.) Identify grading process, test procedures and support service procedures</li> <li>3.) Discuss curriculum expectations</li> <li>4.) Explain process for distribution of books and supplies.</li> <li>5.) Identify instructional goal or learner outcome for the classroom and board policies governing such activities.</li> <li>6.) Discuss the cultural and socioeconomic background of members of the school community</li> <li>7.) Discuss special needs of individual students.</li> <li>8.) Discuss referral procedures i.e. health, testing, and counseling.</li> </ol>	<p>Use PBTE guidelines to communicate expectations.</p> <p>Review school policy handbook on grading, testing, and support services for counseling and special education.</p> <p>Use Core Competencies, key skills and curriculum guides to outline expectations.</p> <p>Show how books and supplies are distributed.</p> <p>Consult school board policy handbook for policies.</p> <p>Present information on the cultural and socioeconomic backgrounds which would enhance learning.</p> <p>Present information on the specific needs of individual students.</p> <p>Explain procedures for referrals.</p>	<p>Principal &amp; mentor</p> <p>Principal, counselor, &amp; mentor</p> <p>Principal &amp; mentor</p> <p>Mentor</p> <p>Principal &amp; Mentor</p> <p>Principal &amp; Mentor</p> <p>Nurse, parent, counselor, principal, &amp; special teacher.</p> <p>Principal, counselor, &amp; nurse.</p>	<p>Orientation &amp; ongoing</p> <p>Orientation, first quarter, &amp; ongoing</p> <p>Orientation &amp; ongoing</p> <p>Prior to students first day of school</p> <p>Ongoing</p> <p>Ongoing</p> <p>Orientation &amp; Ongoing</p> <p>Orientation &amp; Ongoing</p>	

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Instructional Process B. Teacher Responsibility				

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
II. Classroom Management A. District Responsibility 1.) Identify classroom management procedures on discipline 2.) Report clerical responsibilities concerning gradebook, attendance, plan book, report cards, mid-terms, unsatisfactory slips. 3.) Discuss copying and paper control 4.) Discuss organizational procedures a. Art, music, PE b. Assemblies c. Lunch money/count 5.) Discuss ancillary resources a. media center/library b. computer lab c. school nurse/first aid supplies d. dispensing medications 6.) Identify environmental responsibilities a. heat, light b. desks, chairs c. maintenance	Review school discipline code.  Consult mentor, principal, or clerical assistant.  Use office supplies to copy, understand control. Inform teacher of present organizational procedures  Tour facilities  Tour school facilities	Principal & Mentor  Principal, mentor, & clerical assistant  Principal & Mentor  Principal & Mentor  Principal, mentor, & school nurse  Principal & Mentor	Orientation & ongoing  Orientation & first quarter  Orientation & first quarter  Orientation & first quarter  Orientation & ongoing  First week	

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. Classroom Management B. Teacher Responsibility				

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
<p>I. Interpersonal Relationships</p> <p>A. District Responsibilities</p> <ol style="list-style-type: none"> <li>1.) Identify channels for parent/ teacher communications</li> <li>2.) Discuss social expectations in &amp; out of the classroom</li> <li>3.) Discuss opportunities for networking with fellow teachers</li> <li>4.) Discuss the cultural and socioeconomic backgrounds of the school community</li> <li>5.) Become familiar with the community</li> </ol>	<p>Explain methods of parent/teacher communications such as phone calls, correspondence and P/T conferences</p> <p>Discuss with mentor &amp; principal</p> <p>Discuss means of cooperatively working with colleagues</p> <p>Review cultural and socioeconomic backgrounds to enhance relationships with staff and community</p> <p>Tour of community</p>	<p>Principal &amp; mentor</p> <p>Principal &amp; mentor</p> <p>Mentor</p> <p>Principal</p> <p>Superintendent</p>	<p>Orientation &amp; ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Orientation</p> <p>Orientation</p>	

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I. Interpersonal Relationships B. Teacher Responsibility				

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<p>IV. Professional Responsibilities</p> <p>A. District Responsibilities</p> <ol style="list-style-type: none"> <li>1.) Explain school board policy.</li> <li>2.) Explain teacher professional development policies and expectations.</li> <li>3.) Prepare teachers for extra-curricular activities, i.e. P.T.A., sponsorships, committees, etc.</li> <li>4.) Identify opportunities for involvement in professional organizations.</li> <li>5.) Discuss professional appearance.</li> <li>6.) Discuss duties, i.e., ballgame, recess, bus, lunch, hall, Fall Festival.</li> </ol>	<p>Review school board policy handbook. Review board policies and state requirements. Explain extra-curricular assignments.</p> <p>Review policies regarding professional organization involvement. Review school board policy. Explain procedures for duties.</p>	<p>Principal &amp; Administrator Principal &amp; mentor</p> <p>Principal &amp; mentor</p> <p>Principal &amp; mentor</p> <p>Principal Principal &amp; mentor.</p>	<p>Orientation Orientation &amp; ongoing</p> <p>Orientation &amp; ongoing</p> <p>Orientation &amp; ongoing</p> <p>Orientation Orientation &amp; ongoing</p>	

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7. Professional Responsibilities B. Teacher Responsibilities				

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<p>. Other</p> <p>A. District Responsibility</p> <p>1.) Ordering supplies</p> <p>2.) Closing of school year</p> <p>3.) Benefits for employees, i.e. insurance, sick leave days, incentives, personal/professional leave, etc.</p>	<p>Explain procedures, forms, deadlines, etc.</p> <p>Explain procedures for inventory, recording, storage, check out, etc.</p> <p>Consult teacher handbook</p>	<p>Principal &amp; mentor</p> <p>Principal &amp; mentor</p> <p>Mentor &amp; Assistant Superintendent</p>	<p>Spring</p> <p>Spring</p> <p>Orientation</p>	

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. Other B. Teacher Responsibility				