

## Professional Development Plan Checklist

- Conduct an individual needs assessment to determine individual learning needs by reviewing:
  - Disaggregated classroom-level student achievement data (*Assessment Data Sheet*)
  - Student Classroom Achievement Needs (*Assessment Data Sheet*)
  - School Improvement Needs (*School Improvement Plan*)
  - Personal/Professional Needs (certification information, previous performance appraisals, personal interests)
- Complete the *Teacher Self-Assessment* document to identify professional learning needs based on the individual needs assessment.
- Based on the identified needs, draft Professional Development **Goals** that are SMART
  - Specific to the needs of the teacher and students in the school/classroom
  - Measurable by data available to the teacher
  - Achievable by the review data
  - Realistic for the teacher to accomplish with students
  - Timely and time certain
- Identify **Strategies** for meeting goals
  - Training Activities (District or School-based)
  - Reading
  - Action Research
  - Classroom Development
  - Other
- Identify **Documentation Methods** and **Completion Dates** for strategies
  - Inservice Report
  - Journal, Log or notes
  - Products or samples
  - Lesson Plans
  - Other
- Schedule meeting with administrator to review and revise PDP
- Finalize *PDP Goals, Strategies, Documentation Methods, and Completion Dates* by IPDP deadline
- Implement strategies and document completion
- Identify **End-of-Year Outcomes** to show the extent to which the strategies accomplished the predicted student gains.
  - State test scores
  - Classroom test scores
  - Classroom grades
  - Student performance or product samples
  - Classroom data
  - Other
- Complete PDP Review with administrator prior to the Final Teacher Assessment