

TEACHER PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT PLANS

Teachers may elect to develop a Professional Development Plan (PDP) for the next or current school year indicating a goal(s) and activities to be pursued. These activities can be done [at the teacher's option] in lieu of any, or all, of the designated professional development days in summer (it is possible to complete the Professional Development Plan process and still participate in the three summer Pro-D days), but may **not** be done to replace Pro-D days during the regular school year.

The plan shall be:

- completed, including details as to the professional development activities, and submitted to your Principal for approval by June 30th, or as soon as possible in the new school year when teachers are assigned to a school after June 30th.
- disagreements to be referred to a joint committee of COTA and District staff with final appeal to the Superintendent;
- completed on the form provided.

Teachers choosing to file Professional Development Plans will be expected to:

- keep a professional journal/portfolio that might include samples of relevant materials;
- meet periodically with the principal during the school year with final sign-off for completion of the PDP by June 30th.

The parties recognize that a collegial atmosphere of support and trust is necessary for the success of the Professional Development Plan.

SUMMER PROFESSIONAL DEVELOPMENT DAYS

Teachers choosing not to undertake the development of a Professional Development Plan shall:

- attend the scheduled school and/or District based professional development activities as prescribed; or
- complete an individual Pro-D release form (signed off by the school Pro-D chairperson as per current protocol) to attend activities elsewhere during the prescribed summer pro-d week only; or
- make other arrangements as may be acceptable to the Director of Instruction - Human Resources (e.g. special circumstance leave, etc.).

All teachers will be held accountable for fulfilling the three days in the pursuit of professional activities. Failure to indicate and undertake one of the above options may cost Special Circumstance Leave day(s) anticipated at \$240 per diem.

Teachers currently on leave will have the option of, and teachers hired after the summer pro-d days will have the option to be considered for, a Professional Development Plan beginning at a date mutually agreed to by the teacher and the principal. Teachers will not arbitrarily be refused the option for a PDP simply because they have been on leave or have joined the District after the 3 summer professional days have been completed.

Changes to the PDP may be made at any time through mutual agreement between the teacher and the principal. A PDP cannot, however, be extended beyond June 30th of the applicable school year. Credit for completion of PDP activities cannot be extended from one school year to another.

PROFESSIONAL DEVELOPMENT PLAN

A. IDENTIFYING INFORMATION

Name: _____

School: _____

B. TOPIC(S) (Area of interest)

C. GOAL(S) (Specific goal(s) to be achieved)

D. ACTIVITIES - Strategies to be utilized for goal attainment. (e.g. workshops to be attended, training sessions, research to be completed, report to be written, program to be implemented.) See definitions on back of sheet.

E. MID-YEAR CHANGES AND/OR FUTURE PLAN ADDITIONS (e.g. New plan ideas for next year, follow-ups needed, changes to plan needed)

Teacher

Principal

Date

F. EVALUATION OF THE PLAN and COMPLETION SIGN-OFF (2 parts)

(1) Process for PD Plan review during the school year.

(2) Completion of PD Plan achieved (requires signature of Teacher and Principal) before June 30th.

Teacher : _____ Date: _____

Principal: _____ Date: _____

Definition of Professional Development Plan

“The Individual Pro-D Activity planning initiative recognizes that teachers' professional development requirements are diverse and that individuals or small groups of teachers can use their time wisely to meet their own needs.

Schools are encouraged to develop professional development implementation plans on a collegial basis through their site based Pro-D committees. Teachers are encouraged to take part in school-based professional day activities (team building or activities related to school or department-wide goals, philosophy or procedures). Individual teachers remain responsible for understanding and implementing school-wide goals.

Professional development is a teacher directed initiative intended to improve the quality of education. It consists of a variety of activities including studying professional literature or materials, taking courses, participating in research, engaging in collegial group activities, and attending conferences.

Professional development is not marking, classroom setup, lesson planning or participating in personal endeavors.”