

Teacher Professional Growth

Edmonton Catholic Regional Division # 40
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Teacher Professional Growth

Growth Plans

The Professional Growth Plan (PGP) is designed to foster personal, professional, and spiritual growth and development of teachers, to enhance their teaching effectiveness and the effectiveness of students' learning. Each teacher will develop, implement, and complete annually an individualized PGP. The plan will be developed in collaboration with the principal or a representative group of teachers that have been delegated by the principal to fulfill this role. A copy of the PGP will be retained by the principal in a school-based file for the year it is in implementation and then returned to the teacher upon completion. Teachers are encouraged to self-assess using the Standards of Teaching Practice as a beginning activity and subsequently choose their PGP goals.

Guidelines:

1. All probationary, continuing contracts, permanent and/or designate teachers, full-time or part-time, shall assume responsibility for completing a professional growth plan during each school year.
2. All staff must submit their annual professional growth plan in writing for review by (date) to:
 - The principal/ administrative designate
 - A group of staff delegated by the principal. The principal in consultation with staff shall determine the membership of such a group.
3. An annual professional growth plan:
 - May be a component of a long-term multi-year plan
 - May consist of a planned program of supervising a student teacher or mentoring a colleague
 - May be conducted in a collaborative setting where more than one teacher engages in the collective plan but each individual teacher writes a professional growth plan.
 - May take different forms as agreed upon by the teacher and the principal.
4. All teachers shall develop plans that foster self-assessment, improvement of practice, professional growth and /or improved practice. Plans should be meaningful and relevant to the particular current position, assignments(s), or anticipated future positions. The plan must:
 - Reflect goals and objectives based on the teacher's self- assessment of professional learning needs
 - Have a demonstrable relationship to the Standards of Teaching Practice and to Ministerial Order #016-97.

- Consider the education plans for the school, the Board, and Alberta Education.
5. Each Professional Growth Plan shall include:
- Goal and outcome statements
Areas where a teacher may choose to grow and develop professionally and are self-selected
 - Strategies for achieving those
Activities and approaches to achieve goals and outcomes
 - Indicators and measures of achievement
Self-evaluation of progress
 - An estimated completion time
Suggested timelines: First meeting in the fall to present plan; second meeting mid-term to review progress; third meeting at the end of the school year to summarize and close plan (unless it is on-going).
6. All staff shall, by the date specified in the plan, provide the principal or representative group of staff with a written and/or verbal culminating report on or before **June 30**. The report shall include specific indicators that support the degree of completion. The report shall also provide reflections on:
- How the teacher's professional practice has improved
 - How student learning has been improved.
7. The principal or representative group delegated by the principal shall in consultation with the teacher determine whether the teacher has completed an annual professional growth plan that complies with Alberta Education Regulations and division policy.
8. The principal will keep a copy of the teacher's current annual professional growth plan and supporting documentation in the school/department in accordance with Section 43 of the Freedom of Information and Protection of Privacy (FOIP) Act. One year following completion, all plans and documentation shall then be returned to the teacher. Teachers who want their plans included in their Human Resources file may forward them to Human Resources.
9. Suggested Types of Professional Growth Plans:
- Individual: An individualized learning activity by a single teacher
e.g. a portfolio, an action research project
 - Group: A single learning activity selected by two or more teachers
e.g. a thematic classroom plan, technology integration plan
 - Peer Coaching: A learning activity in which colleagues gather and discuss descriptive and/or observational data or research questions about teaching and learning.
 - Mentoring: A learning activity in which an experienced teacher assists with the professional growth and development of a new teacher prior to that teacher's permanent certification.

Annual Professional Growth Plan

1. Personal Self-Assessment

Exceeds Meets Below
Standard

Classroom Environment

- Creates An Environment of Respect and Rapport
- Establishes a Culture for Learning
- Manages Classroom Procedures
- Manages Student Behavior
- Organizes Physical Space

□ Instructional Presentation

- Designs Coherent Instruction
- Demonstrates Knowledge of Content, Pedagogy, And Resources for Teaching
- Assesses Student Learning, Gives Feedback to Students

□ Planning and Presentation

- Demonstrates Knowledge of Students
- Selects Appropriate Instructional Goals

□ Instruction

- Engages Students in Learning
- Demonstrates Flexibility and Responsiveness
- Communicates Clearly, and Accurately, Uses Questions and Discussion Techniques

□ Professional Responsibilities

- Acts in accordance with a Christian philosophy of education
- Communicates with Families
- Maintains Accurate Records
- Grows and Develops Professionally, Contributes to the School and Division
- Reflects on Teaching, Shows Professionalism
- Maintains awareness of emerging technologies

SAMPLE COPY

Annual Professional Growth Plan

Goal-Setting and Conferences

Teacher Name:

School:

Timeline:

Approach/Format Chosen:

Initial Conference:

Self-Assessment:

Professional Development Goals/Outcomes:

Plan of Action/Strategies:

Comments:

Mid Term Review Conference

Teacher's Comments:

Principal's Comments:

Description of Progress to Date:

Specific Needs?

Year End Review Conference:

Teacher's Comments:

Principal's Comments:

Supervision/Conclusion of Personal Growth Plan: