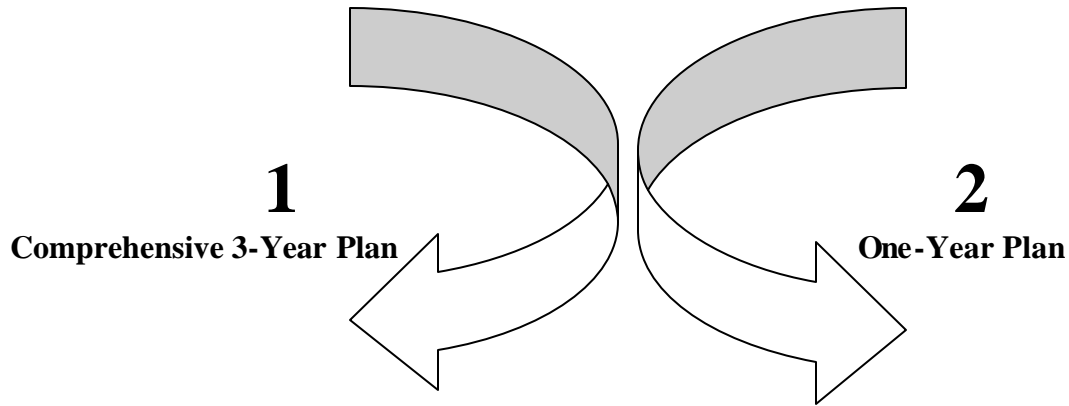


Professional Development Plans for Re-certification

A professional employee has a choice of how they want to go through the re-certification process. SAU 16 offers two options because it recognizes the difference among educators. This allows re-certification credit for completion of one of the following as indicated in 512.02.



- 1) A comprehensive 3-year individual professional development plan which represents an alternative equivalent to the total number of clock hours required in 512.04

This collaborative process for enhancing individual professional practice is meant to be an on-going part of professional life in schools. This process is for *professional employees*, as defined in this document, and is beneficial for individuals who hold more than one certification. Professional employees who select this alternative plan should meet with their administrator(s) to align this plan to their set goals. This plan will consist of four phases:

- Phase One: The professional employee who chooses this option will participate in district/building yearly goal setting process.
- Phase Two: The professional employee completes a self-assessment using the core standards as contained in the supervision and evaluation document. This may be done through collaboration in a study group/team to create a focus.
- Phase Three: The professional employee develops a plan based on the self-assessment. At the end of this process, the professional employee will have a chronology of how and when goals will be met.
- Phase Four: The professional employee implements the plan and provides evidence of success.

The professional employee who chooses this option will complete the following form each year to document this process. His/her plan may or may not change at that time. Based on contractual guidelines for increment, it is the professional employee's responsibility to submit an Activity Completion Form documenting clock hours applicable for increment at the time of completion.

Comprehensive 3-Year Professional Development Plan Form

Professional Employee _____ Position _____

School Year _____ Year of Re-certification Cycle _____

Phase	Steps/procedures for measuring the degree to which this phase will be reached	Evidence based on Professional Employee development and student achievement	Status (e.g., in process or date of activity completed)
One			
Two			
Three			
Four			

It is the professional employee's responsibility to submit an Activity Completion Form documenting clock hours applicable for increment at the time of completion.

Steps to follow when completing the Comprehensive 3-Year Professional Development Plan

Professional Employee Joe Doe Position HS Science Teacher

School Year 2002-2003

Year of Re-certification Cycle 1

Phase	Steps/procedures for measuring the degree to which this phase will be reached	Evidence based on Professional Employee development and student achievement	Status (e.g., in process or date of activity completed)
<p>One</p> <p>The professional employee who chooses this option will participate in district/building yearly goal setting process.</p>	Check in with appropriate administrator	Review alignment of proficiencies to district and school goals	Date of activity completed
<p>Two</p> <p>The professional employee completes a self-assessment using the core standards as contained in the supervision and evaluation document. This may be done through collaboration in a study group/team to create a focus.</p>	Check in with appropriate administrator	Review specific professional development goals	Date of activity completed
<p>Three</p> <p>The professional employee develops a plan based on the self-assessment. At the end of this process, the professional employee will have a chronology of how and when goals will be met.</p>	Check in with appropriate administrator	Establish the responsibilities, schedule, and meeting guidelines for review and monitoring progress.	Date of activity completed
<p>Four</p> <p>The professional employee implements the plan and provides evidence of success.</p>	Check in with appropriate administrator	Review results	Date of activity completed or in process

It is the professional employee's responsibility to submit an Activity Completion Form documenting clock hours applicable for increment at the time of completion.

Professional Development Log for the Comprehensive 3-Year Plan

Directions: Use a copy of the form below to document and summarize your activities

Timeline:

Date Started: _____ Projected Finish Date: _____
Administrator Check-in Meeting: _____

Status:

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

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Purpose: _____
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Date: _____ Met with: _____
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Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

Date: _____ Met with: _____
Purpose: _____
Outcomes: _____

- 2) One-Year Plan - a choice of activities as indicated in Ed 512.02 (d)(10)[a-k] within but not limited to one or more of the 7 major professional development components listed on the ACTIVITY COMPLETION FORM

Clock Hours / Professional Development Activities

These needs are translated into professional development activities that may include:

- Workshops, conferences, seminars, symposia, inservice training, etc.
- Follow up program development from workshops, study groups, etc. attended – **30 hours per certification cycle**
- Workshop presentations – **Time and a half for preparation time (See SAU 16 INSERVICE WORKSHOP APPLICATION sheet MUST be filled out for PRIOR APPROVAL)**
- College Course(s) – **1 credit = 15 hours (record under credit column on ACTIVITY COMPLETION FORM - SAU will convert each credit to hours)**
- Curriculum development, adaptation and implementation - **30 hours per certification cycle**
- Research – **30 hours per certification cycle**
- Action Research – **30 hours per certification cycle**
- Professional Reading – **30 hours per certification cycle**
- Instructional Video – **30 hours per certification cycle**
- Published Professional articles – **30 hours per certification cycle**
- Travel – **30 hours per certification cycle; Foreign Language Professionals may submit additional hours to be granted at the discretion of administration**
- Observation – **30 hours per certification cycle**
- Active Committee Work – **Hours to be determined yearly upon receipt of Committee Work Certificate**
- Participation in a study group – **Hours to be determined yearly upon receipt of proof of attendance**
- Peer coaching – **Hours to be determined between the individual and the administrator as related to specific goals with provided documentation**
- Mentoring - **Hours to be determined between the individual and the administrator as related to specific goals with provided documentation**
- ED 500 Student – **5 hours per semester**
- Having an Intern – **15 hours per semester**
- Foreign Language - **Hours to be determined between the individual and the administrator as related to specific goals with provided documentation**

**Upon completion of activities, the ACTIVITY COMPLETION FORM must be completed. Educators will be asked to provide documentation, which supports evidence of classroom application. Documentation is defined in the definition of terms.

These job embedded activities are currently implemented throughout the SAU. The administrator or Professional Development Committee makes decisions regarding other activities on an individual basis.

Upon leaving the district, the employees will be provided with an up to date record of their professional development.