

This handout can be used as a quick reference when completing your yearly professional development responsibilities.

You will find the entire Professional Development Plan in your FHS Employee Handbook, on the SAU Website, www.sau18.org, and on your Google Shared Drive. Please take the time to review the entire plan.

FHS Professional Development Representatives

If you need assistance, please see your building representative listed below:

FHS Professional Development Building Representatives:

Patricia Prescott

pprescott@gm.sau18.org

FMS Professional Development Building Representatives:

Chris Lewis

clewis@gm.sau18.org

PSS Professional Development Building Representatives:

Kate Rose

krose@gm.sau18.org

Kelsey Fleury

kfleury@gm.sau18.org

1. Cover Page

It is recommended that you include a cover page to be placed in the front of your Professional Development binder. This is an example, feel free to create your own.

COVER PAGE EXAMPLE:

SAU 18 – PROFESSIONAL DEVELOPMENT

Contents

Section 1 - Individual Professional Development Plan (IPDP)

Section 2 – District Goals & Hours & Verification

Section 3 – Endorsement Goals & Hours & Verification

Section 4 – Goals Reflection and Evaluation

Name: John Jones

School: Franklin High School

Recertification Date: 6/30/2022

Endorsement Area: Endorsement #1 General Special Education

Total District Hours: 45 Hours

Endorsement #1 Hours: 30 Hours

Total Hours: 75 Hours

2. Important Due Dates

Please make note of these important due dates.

DUE DATES

Required Hours: District Hours 45
 Endorsement Hours 30 *per endorsement*

When do I submit my Professional Development Information?

| Item | Who | Due Date | Submit To |
|--|---|--|---|
| Self-Assessment <i>See #3 for Instructions</i> | All Educators | Prior to completing the Individual Professional Development Plan (IPDP) | You do not have to submit this information |
| Individual Professional Development Plan (IPDP): <i>See #4 for Instructions</i> | All Educators | October 1st Each Year | Professional Development Building Representative for review |
| Professional Development Activity Forms <i>See #6 for Instructions</i> | All Educators Educators renewing certification | If you are in the middle of your three year cycle, due dates are on-going Prior to April 15th So the Building Representative has time to review April 15th | Professional Development Building Representative for review Professional Development Building Representative Building Principal for review and approval |
| Reflection and Evaluation <i>See #7 for Instructions</i> | All Educators Educators renewing certification | March 31st Each Year April 15th | Building Principal for review and approval Building Principal for review and approval |
| Professional Development completed and approved binder | Educators renewing certification | On or before May 31st | SAU 18 Office |

3. Professional Development Self-Assessment Form

This form should be used to develop your Individual Professional Development Plan (IPDP). First review the SAU Strategic Plan and your department goals. You do not have to submit this form.

Secure this form in your Professional Development binder.

SAU 18 Professional Development Self-Assessment Form

1. Rank the topics your school/district has identified as next priorities to address.
2. Identify the criteria for judging achievement of those goals/priorities.
3. Determine where your skills and abilities are relative to that criteria.
4. Outline your own goals, taking into account the discrepancy between where you are and the identified criteria.
5. Develop your plan around those goals using the criteria for achievement as indicators.

4. Individual Professional Development Plan (IPDP)

- If you are on your three year renewal year, you will develop a new IPDP.
- You will submit your new IPDP to **the Building Principal/Administrator by: *October 1st of each school year***
- If you are in the middle of your three year cycle you do not have to change your plan. However, you should copy your current plan and submit it to the Building Principal by **October 1st of each school year**
- The principal/administrator will review, sign, and return the plan to you within 30 days
- Secure this plan in your Professional Development binder

SAU 18 Individual Professional Development Plan (IPDP)

All certified educators shall develop an individual plan consistent with the educator's certification. The below plan must be completed and submitted to the PD Building Representative by: October 1st of each school year. The Building Representative will review the plan, then submit it to the Building Principal. The Building Principal will review and respond within 30 days.

Name: _____ **School:** _____ **Position/Grade:** _____

Credential Years: _____ **IPDP Year:** _____ **Date Submitted:** _____

List your Endorsements Held:

Part A:

List your goals, including specific measurable outcomes you will use to determine whether you have achieved the goals. Describe the relationship of your goals to the District (SAU 18 Strategic Plan), School, and/or content area goals. Include your anticipated timeline for achievement.

Part B:

Describe how you plan to address your goals. Indicate activities/courses or workshop subjects or other means you will use. Refer to the Professional Development Activities descriptions (on pages 11-16). Please indicate the expected timeline of your planned activities.

Part C:

Identify the measurable evidence that you plan to submit.

Teachers Signature: _____

Date Submitted: _____

Building Principal Signature: _____

Date Reviewed: _____

Building Principal Signature: _____

Date Approved: _____

5. Professional Development Cumulative Record

You will use this form to log your completed activities and hours, it will help you to keep track of your hours. You will need separate logs for:

- Each Endorsement Area
- District Goals

You will place the logs in front of your completed and approved activity forms.

Secure the logs in your Professional Development binder.

6. Professional Development Activity Form

You will need to complete this form for each activity. In the back of this handout, you will find a list of acceptable activities, use this as a guide to determine what you are allowed to submit.

- All activities that you want approved for your recertification year - must be submitted to the Building Principal **on or before April 15th**
- You will need to attach verification/proof of the activity to the completed activity form

You will need to submit your activity requests to the Professional Development Representative **at least one week prior to April 15th**

- Once the Building Representative has signed off, you will submit the form(s) to the Building Administrator for approval
- The Building Principal will return the approved form(s) to you on or before May 15th or 30 days after your submittal date

If you are on your renewal year:

- On or Before May 31st you will submit your completed and approved Professional Development binder that must include; Cover Page, IPDP, Cumulative Logs, Activity Forms/Verification, Goals Reflection & Evaluation Sheet, to the SAU Office to Robyn Keane. The Superintendent will review and approve
- Upon approval - Robyn Keane will notify you via email, she will provide instructions on the final step to renew your certification with the NHDOE

SAU 18 Professional Development Activity Form

This form must be completed by any staff member seeking professional development credit. The individual must submit this form to the school PD building representative for review. Once reviewed the completed form will be submitted to the Building Administrator for approval.

Name: _____ Date submitted: _____

Title and Description of the Proposed Activity: _____

Date/Time period of the Activity: _____

Clock hours requested: _____

Activity Number and Title : _____

Method of Verification:

____ Certificate or Verification Form

____ Program/Agenda/Minutes

____ Transcript/Final Grade Report

____ Detailed Log

____ Lesson plan/Final Report/Project

____ Other

- List specific goal(s), from your Three Year IPDP, that this activity seeks to address.
- How does this activity relate to goals identified in my Individual Professional Development Plan?

Signature of LPDC Representative: _____

Signature of Principal/Supervisor: _____

Number of Clock hours: _____ Approved _____ Denied _____

Reason for denial: _____

7. Goals Reflection and Evaluation Sheet

You will need to answer the three questions in *italic print* on the Goals Reflection and Evaluation Sheet.

- **Due Date:** Every year on March 31st
- **Submit to:** You will submit your reflection to the Building Principal

- **Due Date:** On your renewal year - April 15th
- **Submit to:** You will submit your three completed reflections or a summarized reflection to your Building Principal along with all your completed Professional Development information

SAU 18 Goals Reflection and Evaluation Sheet

Name _____ School _____

Date _____ Year of Current Plan (1) (2) (3)

Year Credential Expires _____

Write a reflection/evaluation of your Individual Professional Development Plan by answering the following questions. Please provide supporting evidence of your goal(s) achievement.

- 1. In what ways have I improved my knowledge in my target areas?*
- 2. How have I transferred what I have learned to my everyday practice?*
- 3. How, and in what ways, do the goals I've set lead toward student achievement?*

Please continue on the reverse side or on additional paper and attach.

Teacher's Signature _____ Date _____

Administrator's Signature _____ Date _____

APPROVED ACTIVITIES

Activity 1 --Study in Content Area

This category provides opportunities for teachers to engage in learning which they are expected to practice in their classrooms. For their own professional growth, teachers need to have authentic experiences outside of the classroom, thus changing teachers' conceptions of the nature of learning and teaching. These experiences in each teacher's particular field of study allow the teacher to learn the content, process, culture, and ethos of their subject matter.

Evidence:

1. Professional Development Activity Form
2. Up to 30 hours per certification area will be awarded based on submission of a Reflective Essay.

Activity 2 – Curriculum Development, Implementation and Refinement

Curriculum is the way content is designed and delivered. Putting new curricula into practice in the class can serve as a powerful professional development opportunity. Development, enhancement, modification, adaptation. Examples include creating new curriculum units, refining curriculum and vertical team meetings using existing curriculum materials and modifying them to more fully meet the needs of all learners.

Evidence:

1. A detailed Log must be submitted before any hours will be awarded.
2. Professional Development Activity Form
- 3.

Activity 3 – Graduate Coursework

Courses provide structured opportunities for educators to learn from facilitators with specialized expertise, as well as from peers. Courses provide teachers with opportunities to connect with outside sources of knowledge in a focused way.

Evidence:

1. Professional Development Activity Form prior to enrollment. Refer to individual teacher contract for specific requirements
2. Upon successful completion of a course, submit a copy of the transcript (B or better). 15 clock hours per credit hour awarded by college or university or 10 clock hours per credit hour for audited courses may be used.

Activity 4 -- Workshops, Institutes, Seminars and Other Coursework

These activities provide opportunities for educators to learn from facilitators or leaders with specialized expertise, as well as from peers. This allows teachers to connect with outside sources of knowledge in a focused way. A workshop, institute, seminar or coursework must connect to your outlined goals.

Evidence:

1. Professional Development Activity Form
2. Upon successful completion of a course, submit a copy of participation.

Activity 5 -- Action Research

Action Research is an ongoing process of systematic study. This study includes:

- Stating a hypothesis
- Developing a plan of action
- Collecting data
- Analyzing and evaluating
- Formulating a conclusion

Through completing action research, teachers are committed to promoting changes indicated by their findings. This could also serve as a plan for a sabbatical.

Evidence:

1. Professional Development Activity Form explaining the action research in which he/she will be involved and how that experience will benefit them as a classroom teacher.
2. Final Report based on Action Research.

Deadlines are as follows:

- On or before November 1st – The project proposal must be submitted to administrator for initial approval.
- November 1st to December 1st – Revisions will be made, if necessary.
- January 5th – Latest date that the proposal may be submitted.
- Teacher must update building administrator on a yearly basis.
- Teacher must submit a written report by June 1st

Activity 6 -- Examining Student Work

Educators examine student work to understand thinking and learning strategies in order to identify learning needs and the appropriate teaching strategies to meet those needs. Examples include: rubric development, review of national, state and district test results, and examining student work collectively. These examples lead to sharing standards that will guide instructional practices.
(Maximum 30 hours)

Evidence:

1. Detailed Log and Collected data.

Activity 7 – Committee Work

Committees are formed to meet various building and district needs. Committee work may require long and short-term commitments as well as full day off-site work sessions and summer involvement.

Evidence:

1. Professional Development Activity Form
2. Verification of hours spent (meeting minutes, sign-in log, certificate, etc.)

Activity 8 -- Collaborative Discussions/Study Groups

Study groups engage in regular interaction regarding topics identified by the group. This could also include the collaboration among individual teachers, providing opportunities to discuss classroom strategies, techniques, resources, teaching and learning styles.

Evidence:

1. Professional Development Activity Form
2. Meeting notes and attendance can serve as the Detailed Log.

Activity 9 -- Mentoring

This activity is divided into four options.

Option 1: Focuses on individuals who are willing to share their expertise and time with student teachers/interns, novice teachers and candidates pursuing alternative certification.

Option 2: Focuses on individuals working one-on-one as a mentor with another professional to assist in improving their instructional strategies. The mentor will be involved in the scheduling that will allow for multiple observations, where the goal is focused on improving teaching strategies.

Option 3: Focuses on educators who serve as a student's mentor within the structure of a school program.

Option 4: Focuses on educators who serve as a mentor in the district mentor program.

Clock Hour Award --Up to 45 clock hours in each option per year.

Evidence:

1. Professional Development Activity Form
2. Detailed Log reflecting mentorship and program accomplishments.

Activity 10 -- Professional Educator Networks

A network is an organized professional community that shares a common purpose. Teachers join networks to share their own knowledge and experience. In education, these networks are organized to improve instructional practices and address student needs as well as support school reform. The most important elements of maintaining a network are to keep people engaged and connected. Effective networks are discourse communities that enable teachers to meet regularly (either in person or electronically) to solve problems, consider new ideas, evaluate alternatives, or reflect on specific issues in education and content area. Examples of networks include active membership in such organizations as NCTM, ASCD, NELMS, NHASP, NEA, CHADD, etc.

*Credit for this activity will be awarded to those who demonstrate active involvement by serving on board committees or attending meetings.

Clock Hour Award: 10 hours per year for each organization

Evidence:

1. Professional Development Activity Form
2. Credit for this activity will be awarded to those who demonstrate active involvement by serving on board committees or attending meetings. Include meeting agenda/certificate, etc.

Activity 11 --Developing/Presenting Educational Workshops

This activity designates teachers, administrators, or other school personnel as leaders. Teachers who develop or present workshops increase their own knowledge and skills. These individuals are responsible for preparing others to use new programs, strategies, concepts, or participate in change.

Clock Hour Award: Up to 10 clock hours per workshop will be awarded for both preparation and presentation.

Evidence:

1. Professional Development Activity Form
2. Copies of presentation materials, program/agenda, attendance verification

Activity 12 --Technology for Professional Learning

This activity involves the learning and using of various kinds of technology for delivery of content and pedagogy, including, but not limited to, smartboards, other presentation hardware, software, computers, telecommunication, teleconferencing, distance learning, and video conferencing.

Clock Hour Award: Up to 20 clock hours per year per certification.

Evidence:

1. Professional Development Activity Form

Activity 13 -- Professional Readings, Video and Audio Tapes

This activity provides opportunities to reflect on teaching and learning through professional journals, books, videos, internet, and audio tapes. This allows educators to raise awareness through the introduction of new information and to build on existing knowledge. An increased understanding of information specific to the content areas of teaching methodologies will be gained.

Clock Hour Award: Up to 15 clock hours per year, per certification.

Evidence:

1. Professional Development Activity Form
2. Detailed Log outlining description of material read and impact on teaching and/or student achievement.

Activity 14 -- Publication in Professional Media

This activity is designed to provide the educator the opportunity to publish documents that reflect on teaching and learning. This includes examining classroom experiences, assessing the impact of teaching methodologies, and improving teaching practices related to improved student performance.

Clock Hour Award: Up to 45 clock hours per certification per 3-year cycle.

Evidence:

1. Professional Development Activity Form
2. End product is the published article or verification of publication date

Activity 15 -- Community Service/Outreach & Public Relations

Community service establishes a link between educators and the community in which they teach. Functions such as serving as a liaison in parent teacher organizations or volunteering in groups relating to school and community will foster good public relations.

Clock Hour Award: Up to 10 clock hours per year

Evidence:

1. Professional Development Activity Form
2. Detailed Log reflecting public relations.