

# Edgewood Local Professional Development Committee

## Sample Plans And Writing Goals

Ideas to get you started!



REVISED AUGUST 1, 2008

### STEP ONE

### SETTING LEARNING GOALS

IPDP's should contain learning goals. Developing learning goals begins with reflection on such questions as:

*What do I want my students to achieve? What do building and district goals mean in my classroom? How do I want students to perform at the end of the year? What learning problems keep occurring? What skills are usually the least developed at the end of each year?*

*What changes in my practice could contribute to the changes I want to see in student performance? What would students need to do to demonstrate the knowledge and skills expected of them? What improvements in curriculum, teaching methods, or assessment would make a difference?*

*How can I increase my capacity to implement these improvements in practice? What new knowledge, skills, roles, and relationships are needed to make these improvements?*

### LPDC Basics

Educators developing their first IPDPs and new LPDC members may need to review some basic information about LPDC processes and requirements. These “LPDC Basics” provide an introduction for goal setting. Additional details are provided in the packet located in the blue binders provided at each building.

#### Goal Statements

At the heart of an IPDP are a few (typically two or three) statements of the broad learning goals the educator plans to meet during the renewal cycle. A goal statement should:

- ◆ State an intention to engage in learning. In this part of the goal statement, the educator should use an action verb that signifies learning.
- ◆ Describe an area related to practice that will be the focus of the educator’s learning.
- ◆ Describe how learning will be demonstrated.

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#### Possible Goal Components

Select one from each column (mix and match).

<b>I will: the purpose of...</b>	<b>In what area of improvement:</b>	<b>For</b>
Learn about	Teaching methods	Writing
Read widely in	A method (cooperative learning)	Presenting
Study theory/practice of	A discipline (science)	Developing
Become skillful at	A population (gifted/ADHD)	Designing
Gain an understanding of	An organizational pattern (multiage)	Documenting
Explore	An area (school reform)	Creating
Investigate	A program (history day)	Demonstrating
Research	A curriculum area (music)	

**So that student achievement will be increased.**

## STEP TWO CHOOSE PROFESSIONAL ACTIVITIES

Use the EDGE POINTS CHARTS to choose all the possible activities that you might do to complete your professional development goals. List all activities in your plan. This does not mean that you will do all of them, but you must have them listed if you plan to use them. See the sample plans for ideas.

### STEP THREE COMPLETE THE GOALS FORM

Type your *Goals Sheet* using the sample plans to model the format. The Assessment Statement is the same for everyone; just copy it as it is written. The Application Statement is created by you, explaining how you will apply your new learning in your teaching to improve student learning. The form ELPDC-2 is the scoring rubric that the committee uses to evaluate your individual plan. Review this with your goals before you submit them to the committee.

### STEP FOUR SUBMIT YOUR IPDP FOR APPROVAL

Each building has a building representative on the committee. You are to organize your IPDP paperwork into a binder or folder and submit it to your building rep at least two days prior to the meeting. They bring your IPDP to the meeting and the entire committee evaluates the IPDP. The committee meets the 2<sup>nd</sup> Monday of every month and twice in September and May. The building rep will return your binder after the meeting. ***It is the educator's responsibility to keep all of their paperwork.*** The building reps will try to answer any questions each educator may have about the procedures, but they may have to ask the committee at the next meeting to verify. Submit forms ELPDC-1, ELPDC-2, and your Goals Sheet along with a copy of your teaching license to verify the issue date. You cannot begin an IPDP until after your *Issue Date* on your license. From here follow the directions listed on ELPDC-3 in the forms section for approval of your activities and reflections.

*We have included 5 sample plans to give you ideas. Please follow the same format.*

#### Sample Plan # 1

#### Individual Professional Development Plan

Randall Edwards  
Teacher  
Edgewood High School  
September 1, 2006

#### Goal One

I will become skillful at a variety of teaching methods for the purpose of presenting lessons that will result in improved student achievement.

**Activities:**

I may utilize taking college/university courses, attending professional conferences or workshops, and/or making presentations to faculty.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

This new learning will be applied by sharing and implementing relevant practices and programs in working with my students. Examples are: constructing and/or utilizing lessons that support building, district, and state academic testing goals.

**Goal Two**

I will become knowledgeable about individual differences in students for the purpose of developing lessons and making modifications/accommodations that respond to those differences so that students' achievement will be increased.

**Activities:**

I may utilize taking college/university courses, attending professional conferences or workshops, completing educational projects, and/or completing professional reading.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I hope to see my new learning effect change in my teaching instruction as I plan units/themes, lesson plans, and teaching strategies and in implementing IEP's.

**Sample Plan # 2****Individual Professional Development Plan**

Paige Angela Davidson  
Teacher  
Babeck Elementary  
September 1, 2006

**Goal One**

I will increase my skills in developing performance-based assessments. I will create a workable process for developing valid, reliable assessment tasks and rubrics so that student achievement will be increased.

**Activities:**

I may utilize:

- taking college/university courses
- attending professional conferences or workshops
- professional reading

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I hope to see my new learning effect change my assessment techniques, which more accurately reflect student abilities and achievement.

**Goal Two**

I will develop skills and knowledge in the area of math education for the purpose of developing student knowledge so that student achievement will be increased.

**Activities:**

I may utilize:

- taking college/university courses
- attend professional conferences or workshops
- completing professional readings

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I will use my new learning to effect change in my teaching instruction resulting in improve student achievement.

**Sample Plan # 3**

**Individual Professional Development Plan**

Abraham Alexander  
Principal  
Edgewood High School  
September 1, 2006

**Goal One**

I will examine superior educational practices in order to gain new knowledge, lead others in learning, and form a community of intelligent practice so that student achievement will be increased.

**Activities:**

I may utilize educational projects, professional reading, study groups, educational committees, workshops, Edgewood Sponsored Training, and/or taking college/university courses.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I intend to implement programs and methods recognized as best practice by the educational community at large in order to foster teacher effectiveness and maximize student achievement. Possible examples include writing across the

curriculum, authentic assessment, responsive classroom, experiential learning, holistic learning, reflective learning and intervention based assessment.

## **Goal Two**

I will deepen my understanding of the principal's role in staff development; and as an educational leader in the local school building I will design strategies to improve staff development in my building so that student achievement will be increased.

### **Activities:**

I may utilize educational projects, professional reading, study groups, conference presentations, publishing, mentoring, workshops, and college/university courses.

### **Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

### **Application:**

I will research leadership and staff development literature and form a study group with staff and possibly other principals to develop a plan for improvement.

## **Sample Plan # 4**

### **Individual Professional Development Plan**

Callie Ann Teaster  
Teacher  
Edgewood School  
September 1, 2006

## **Goal One**

I will develop new instructional techniques and learn how to implement a variety of teaching methods that will result in higher student achievement.

### **Activities:**

I may utilize professional reading, study groups, educational committees, workshops, and/or college/university courses.

### **Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

### **Application:**

I will use newly acquired information and skills to continually revise and improve my curriculum and lesson plans to increase student achievement,

## **Goal Two**

I will enhance and develop skills to promote positive student behavior in the classroom.

### **Activities:**

I may utilize educational projects, professional reading, study groups, attending workshops, and college/university courses.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I will use newly acquired information to minimize student behavior problems in the classroom and to encourage positive student behavior.

**Sample Plan # 5**

**Individual Professional Development Plan**

Trenton M Baloney  
Teacher  
Edgewood School  
September 1, 2006

**Goal One**

I intend to gain knowledge and expand ways of working with children with various disabilities to increase student achievement.

**Activities:**

I may utilize taking college courses, attending professional conferences and workshops, completing educational projects, and professional readings.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I will use newly acquired information and skills to continually revise and improve my lesson plans to increase student achievement,

**Goal Two**

I intend to increase my effectiveness as an early childhood educator by assuming greater leadership roles in the local school building, district and educational community resulting in improved student learning,

**Activities:**

I may utilize educational projects, professional reading, study groups, mentoring, workshops, making presentations, training student teachers and taking college/university courses.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I intend to assume greater responsibilities and varying roles within the local school district and educational community. Possible examples could include but are not limited to: serving on committees, hosting student teachers, and facilitating a support group for parents with special needs students.

**Sample Plan # 6**

**Individual Professional Development Plan**

Ryan Jones  
Teacher  
Edgewood School  
September 1, 2008

**Goal One**

I will increase my professional knowledge as I work collaboratively with other professionals in developing educational programs and strategies to increase student achievement.

**Activities:**

I may utilize taking college courses, attending professional conferences and workshops, professional readings, mentoring other teachers and being a cooperating teacher for student teachers.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I will use what I learn to effect change in my teaching methods or in those that I mentor which will improve the education of my students.

**Goal Two**

I will increase my skills in developing performance-based assessments. I will create a workable process for developing valid, reliable assessment tasks and rubrics so that student achievement will be increased.

**Activities:**

I may utilize educational projects, professional reading, study groups, professional workshops, and taking college/university courses.

**Assessment:**

I intend to complete all the verification requirements as established by the Edgewood City School District's LPDC and complete a reflection for each activity. I will also complete a final reflection on my entire professional development plan.

**Application:**

I hop to use my new learning in my revision of my assessment techniques to more accurately reflect student abilities and achievement.

**Edgewood Local Professional Development Committee  
Individual Professional Development Plan**

**Other Possible Professional Development Plan Goals**

**I will...**

- A. investigate a variety of classroom management techniques which will help me create a learning environment which is more conducive for student learning so that student achievement will be increased.
  
- B. become knowledgeable about the use of computer technology in *Math* (your subject area) to develop a range of lessons that incorporate computers so that student achievement will be increased.
  
- C. gain an understanding of multiple intelligences and use those for a guide in developing lessons which increase student achievement.
  
- D. investigate strategies that will empower parents to be partners in student learning so that student achievement will be increased.
  
- E. study strategies for diagnosing reading problems and analyze the effectiveness of those strategies based on student achievement.

## **SAMPLE REFLECTIONS**

Reflections should help the educator think about the new learning and how it relates to your experience. These are provided just to give you an idea of how others have reflected. We expect your reflections to be your own. You must write a personal reflection for each activity you do. Reflections are submitted along with the verification of the activity as listed on the EDGE points chart after the activity is completed.

### **Reflection Example # 1**

This school year, I mentored an entry year teacher. I spent time with her discussing Praxis III, classroom procedures, and anything else she questioned. This has allowed me to share my ideas and experiences with her while helping her develop into a better teacher. Student achievement will be increased from the ideas I have taken from observing her class. I also gained experience and knowledge as an educational leader which will not only benefit my students, but the students of my future mentees.

### **Reflection Example # 2**

This culture course relates directly to both my goals. I was required to investigate the cultural implications of numerous Australian holidays and literature, both through library research and interacting with Australians and their celebrations firsthand. I had to report my observations and research and then create several unit plans that would allow me to pass this newfound information on to my students.

My students are very interested in the daily lives of teenagers in Australia. They enjoy learning about how holidays and the ways they are celebrated differ between US and Australia. I acquired much information related to this topic. I also developed lesson plans to demonstrate these new details, using communicative activities and resources that I had never used before.

These new techniques and resources will liven up my curriculum and make the information more relevant and interesting to the students, thereby raising their level of achievement.

## **FINAL REFLECTIONS**

After completing your IPDP and earning your 18 EDGE Points, completely,

