



Individual Professional Development Plan

Leadership Guide



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Individual Professional Development Plan eTOOL Directions for Use

INSTRUCTIONS FOR ADMINISTRATORS

Information from the IPDP should be used by the school-based administrator for the purpose of:

- Reviewing with each teacher, disaggregated classroom data of the students assigned to the teacher.
- Conferencing with each teacher, regarding professional development needs, as determined by student achievement data and the personal and professional skill-building needs of the teacher.
- Determining the extent to which each professional development activity, listed on each teacher's IPDP, resulted in the predicted student achievement gains.
- Identifying professional development needs of teachers that may not have been met during the academic year.
- Reviewing results from the annual performance appraisals of faculty members. It is expected that professional educators will continually engage in professional development activities that enhance instructional skills and/or content knowledge.
- Gathering input to clarify the focus for the School Improvement or Differentiated Accountability Plan.

To Access Individual Professional Development Plan Electronic Tools

- Enter this URL into the address bar of your Internet browser: <https://www.paec.org/districtpdc/>
- Select **Principal's Login**.
- Select your district and click the **Next** button.
- Enter your password. This isn't the same password, used to access your personal professional development transcript. If you do not know your password, you may contact the **Help Desk** at PAEC. The number is toll-free: 1-877-873-7232, ext. 2321.

To Add a School or School Improvement Goal

It is possible to add a specific goal from the school improvement plan to the IPDP of all teachers.

- Select **Database Management Menu**.
- Select **Manage Individual Professional Development Plan Information**.
- Select **Professional Development Plan School-Wide Initiatives** or **Professional Development Plan Component for School Improvement Plan**.
- Then click on **Add New Initiative**. Text boxes, into which the information may be written, will appear.

INSTRUCTIONS FOR ADMINISTRATORS

To View and Review Each Teacher's Individual Professional Development Plan

- Select **Database Management Menu**.
- Select **View Individual Professional Development Plans**.
- If the fiscal year is correct, select the **Next** button. If not, use the drop-down menu to select the appropriate fiscal year.
- Select the name of the teacher.
- To receive the highest rating, Florida's Professional Development Protocol System requires a school administrator to review each teacher's Individual Professional Development Plan, during an individual conference with each teacher.
- If you wish to review the plan prior to the individual conference, it is possible to do so, as well as to add notes or comments, electronically. To make comments, select the **Add Comment** button. This will open a text box into which your comments may be entered. To save the comments, click on the **Save Data** button.
- When the conference is completed and the form is satisfactorily completed, you are ready to sign-off. To do this, select the button that says **Principal's "Signature."**
- The system will ask for your password. This password is your administrative password.
- Once the password is entered and submitted, the IPDP will be "locked." This means that the teacher cannot make changes unless there is a discussion, after which you "unlock" the IPDP.
- To open or "unlock" an IPDP that has been signed, click on the **Open Override for Individual Professional Development Plans** link.
- Uncheck the name of the teacher for whom changes will be made and click on the **Post** button. The IPDP will then be opened so additional comments may be added by the teacher.
- Many principals conduct an interim review of the IPDPs at mid-year. To do this, follow the steps outlined above for opening or "unlocking" IPDPs.



Individual Professional Development Plan eTOOL

Instructions for Teachers

IF YOU ARE *NOT* ALREADY ENROLLED IN THE PAEC DATABASE

1. Go to the PAEC website – www.paec.org
2. Locate the yellow FloridaLearns Academy tab and the green ePDC box.
3. Select the ***First Time Visitor*** link.
4. Select your state.
5. Select your school district from the drop-down menu. If the name of your district is not available, click on unknown.
6. Select your school from the drop-down menu.
7. Select your job classification from the drop-down menu.
8. Select your job title from the drop-down menu.
9. Fill in your name, address, and other information as requested. It is important that the information be complete and accurate. Boxes marked with an asterisk (*) are required information. Your name will not be added to the database unless these areas are complete. Click on the ***Submit*** button.
10. You will receive confirmation by e-mail within 24 hours.
11. You ***must click on the link provided in the confirmation e-mail to activate your account.***
12. A professional development transcript will be created for you.

IF YOU *ARE* ALREADY ENROLLED IN THE PAEC DATABASE

TO ACCESS YOUR IPDP

1. Go to the PAEC website- www.paec.org
2. Locate the yellow tab that says FloridaLearns Academy and the green ePDC box.
3. Select the ***Member Transcript*** link.
4. Select your school district from the drop-down menu.
5. Select your school from the drop-down menu. Click ***Next***.
6. Select your name from the drop-down menu.
7. Enter your password – the last 4 digits of your SSN. Click ***Next***.
8. You will see a screen that says
Your Name – Transcript
Step 3: Viewing the Transcript
9. Below this are six rectangular gray buttons. Select the button that says ***Individual Professional Development Plan.***
10. You will see now see a screen that says ***Individual Professional Development Plan e-TOOL.***
11. To complete your Individual Professional Development Plan, follow instructions on the pages that follow.

Instructions for Completion of Individual Professional Development Plan

As you complete your individual professional development plan, it is important to keep the following in mind:

- Priority should be given to those needs, identified through disaggregated student achievement data of the students for whom you are responsible.
- Teachers of students in grades 3-10 must include FCAT scores in establishing goals and objectives; others may use district and school assessment scores. For teachers of students who do not participate in the FCAT assessment program, alternate assessment data may be considered, as appropriate.
- Professional development activities should focus on subject content and teaching methods, including technology, as related to the Sunshine State Standards, assessment and data analysis, classroom management, parent involvement, and school safety.
- From the following areas, complete **only** those that are pertinent to **your** IPDP.

Follow the steps below to complete your individual professional development plan.

1. What data are you using to establish your professional development plan for the current academic year? Examine the disaggregated data of the students you teach to identify student performance skills that require targeting.

- You are **NOT REQUIRED** to target all content areas, as the plan is developed.
- Select the data source/s that you plan to use to identify student skills that require targeting.
- While FCAT data will provide a good basis for planning, you may wish to use additional and/or more specific sources of information.
- Examine the disaggregated classroom-level reports of the achievement data that you selected by content area and skills. Summarize the classroom-level reports of the student data and identify those student skills that require targeting.
- You may decide that it is important to target an area not listed on the screen.
- Additional content areas may be added by clicking on the button that says **Add Content Area**.
- You will be directed to another page that has text boxes for you to enter information.
- When the information has been entered, click on the **Submit** button to add the information to your IPDP, or the **Clear** button if you wish to delete the information.

2. Student Performance Goals, Objectives and Plan for Professional Development to Impact Student Performance.

What are your specific goals, objectives, and strategies for implementation?

Establishing a Goal Statement

Goals are general statements of intent that are of a long-term nature and are not stated in measurable terms. Make the goal statement as concise as possible. The amount of information that may be entered into this text box is limited.

Instructions for Completion of Individual Professional Development Plan

Determine the objective(s) related to achieving the goal.

Objectives are statements that are measurable and are developed to address a specific topic or concern. They should have the following qualities: **specific, measurable, attainable/achievable, realistic, and time bound.**

- Review the series of questions in the table. These questions will guide development of each student performance goal and the specific objectives relative to achieving the goal.

Write a goal statement. A minimum of two will be required.

- To begin work on the first goal statement, click on the **Add Goal Statement** button. You will be taken to a page that has text boxes where information may be entered.
- Once the information has been entered, select the **Save Data** button to **save** the information to your IPDP, or the **Clear** button, if you wish to **delete** the information.
- If for any reason you need to stop work, be certain to click on the **Save Data** button at the bottom of this page.
- To add additional goals, click on the **Add Goal Statement** button.

Identify your personal professional practices that need to be enhanced to help you more effectively address the identified student performance problems.

- Ask yourself, "What do I need to learn in order to more effectively meet the needs of my students, or for my own personal professional enrichment?"
- The professional development objectives should be stated in terms of professional training, not in terms of student goals and instructional activities. Example: "I will enhance my ability to develop effective expository writing prompts."

Identify the professional development activities that you plan to complete and establish a timeline for completion.

Professional development activities may include, but are not limited to, any of the following: attending a workshop or conference, conducting action research, reading professional journals or other materials, collaborating with a peer, participating in a professional learning community or faculty study group, taking an online course, etc.

Determine how you will implement the professional development activities with your students.

Provide a **brief** description of the things you plan to do to implement professional learning, in your classroom, to help students reach the achievement goal(s) that are established.

Student Performance Expectations

- What do I expect my students to achieve as a result of implementation of strategies and skills learned during my professional development activities?
- The expected student outcomes should be written in very specific, measurable terms.
- Rather than say 33% of students will show improvement ... say 33% of students will show an improvement of at least 4 points on the... (be specific about the skills or subtest).
- What is an acceptable time frame?

Instructions for Completion of Individual Professional Development Plan

Source(s) of Measurement Data

- The expected student outcomes should be measurable.
- What assessment tools will be used to measure the achievement outcomes?
- What is the time frame?
- You may use one or multiple methods of assessing student performance.
- Examples of commonly used assessments include: FCAT, SAT 10, AP, ACT, SAT, STAR, DIBELS, Gates MacGinitie, Portfolios, District Assessment, Teacher Constructed Assessments, etc.

Percent of Students Achieving Goal

- Analyze the measurement data.
- Determine the percent of students achieving criteria related to each goal and objective.
- Summarize the student performance results.
- Were the expected student outcomes met? If not, why. Carefully consider the effectiveness of this year's professional development activities.

3. Did you consider any national, state, district or school-wide initiatives as you developed your IPDP?

- If so, provide a brief description of each one.
- Click on the button that says **Add Initiative**.
- You will be taken to a page that has text boxes where the information may be entered.
- When the information has been entered, click on the **Save Data** button to **save** the information to your IPDP, or the **Clear** button if you wish to **delete** the information.

4. Did your goals for the year address any component(s) of the school improvement plan?

- If the answer is yes, please list and describe the components that apply to your IPDP. Your principal has the option to enter an initiative into the IPDP of all professional staff members at the school level, so you may see that an initiative has already been entered when you open the IPDP screen.
- The number of components addressed may vary.
- To enter information, click on the **Add Component** button.
- You will be directed to a page that has text boxes where information may be entered.
- When the information has been entered, click on the **Save Data** button to **save** the information to your IPDP, or the **Clear** button if you wish to **delete** the information.

5. When does your current certificate expire?

Enter the last two digits of the year of expiration. Do you have specific professional development needs for recertification? If the answer is yes, describe those needs.

6. Do you have plans to participate in a learning community or carry out an action research project during this academic year?

If the answer is yes, please provide a brief description of the plans for those activities.

Instructions for Completion of Individual Professional Development Plan

7. Do you plan to work on professional development activities during this year that aren't described elsewhere? Examples may be an advanced degree, national board certification, leadership activities, endorsement programs, additional certificate coverages, etc.

If the answer is yes, please describe the plans for those activities.

Post your IPDP information to the database.

- When you select the **Save Data** button, the initial review date and time will be entered.
- To obtain the principal's signature, follow the instructions provided by your principal. Your principal will have a conversation with you about the disaggregated data of your students, your goals, and objectives.
- The IPDP may be signed electronically by your principal.
- Once the IPDP is signed by the principal, it is locked and may not be changed without a conversation with your principal.
- If you need to make changes, ask your principal to open or "unlock" your IPDP. He/she has the capacity to do this. After changes are made, ask the principal to sign the revised version.

OR

- You may be required to print the IPDP and obtain the principal's signature on a hard copy.
- Select the **Print** button to print. This will remove the text boxes and give you a professional document to retain in your files
- If the entire field isn't captured by the printer:
- Go to printer properties, to layout, to advanced, and reduce the scaling until the text of the entire document is captured. Typically, a setting of 70-80% scaling will capture the entire document.