

# Professional Development Plan – Teacher/Support Staff Guide

**Primary Audience:** Teacher/Support Staff

**Purpose of Document:** This guide outlines the steps for completing the Professional Development Plan.

## Professional Development Plan Cycle

- Teacher Evaluation Process Manual: Professional Development Plan – Component eight of the Teacher Evaluation Process. One of three professional growth plans are required for all teachers: individual, monitored, or directed.
- For the TNL/NCEES system to show this plan complete it must have Self-Assessment, PDP Initial Review, PDP Mid-Year Review and PDP End of Year Review.

## Plan Activities Completion Icon Key:



## Accessing the Evaluation Plan



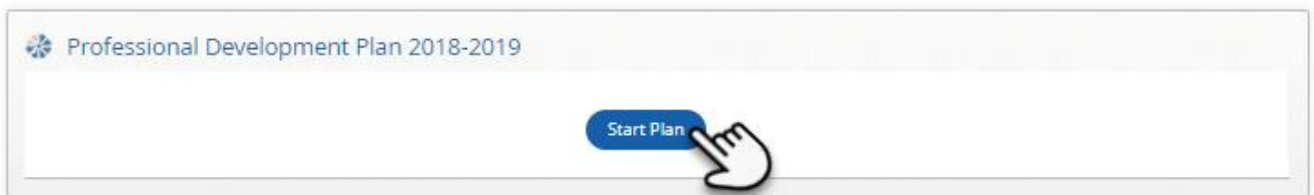
### Evaluation Tabs

**Current** = This Year's Plans

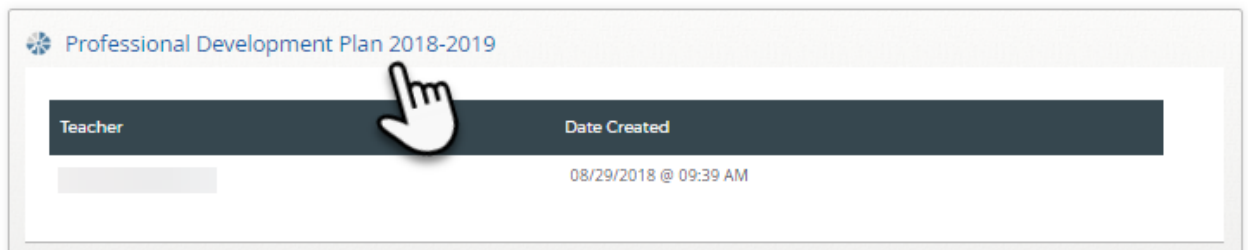
**Archived** = Last Year's Plans

**Deactivated** = Plans that were completed in a previous NC employment district.

1. Click on the **My Evaluation** tab.
2. Verify that the **Current Evaluations** tab is active. Active tab is highlighted with a blue line at the top of the tab.
3. In the **Professional Development Plan** channel, click **Start Plan**.



- a. Once the Evaluation has already been started, select **Professional Development Plan** title to access plan.



- b. If there is not PDP assigned contact the school administrator to assign a plan.

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## Completing the Professional Development Plan Process

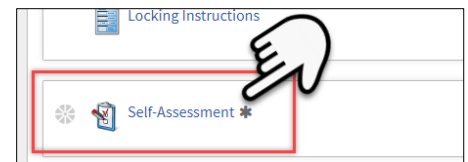
**SYSTEM REQUIREMENTS FOR COMPLETION:** Self-Assessment, PDP Initial Review, PDP Mid-Year Review, PDP End of Year Review

Self-Assessment *	Verify PDP Self-Assessment Rubric Standards are aligned to your role. Contact your Principal if the Self-Assessment Rubric Standards are not aligned to your role.	
PDP Initial Review	Contains 4 Activities	
PDP Mid-Year Review	Contains 4 Activities	
PDP End of Year Review	Contains 4 Activities	
PDP Record of Activities	Contains 1 Activity	
Locking Instructions		

**NOTE TO SUPPORT STAFF:** THE PDP SELF-ASSESSMENT RUBRIC STANDARDS SHOULD MATCH YOUR ROLE. IF A SUPPORT STAFF (COUNSELOR, SOCIAL WORKER, ETC.) VIEWS TEACHER STANDARDS IN THE SELF-ASSESSMENT – STOP AND CONTACT YOUR PRINCIPAL. PRINCIPAL SHOULD CHECK THAT CORRECT TEACHER EVALUATION PLAN TYPE IS SET IN TNL/NCEES AND IT HAS PROCESSED OVERNIGHT. SUPPORT STAFF CAN THEN DELETE THE STARTED SELF-ASSESSMENT FROM THE MORE OPTIONS MENU TO REPOPULATE THE CORRECT RUBRIC.

### Step 1 Do: Self-Assessment – (\*Required) Beginning of the Year (BOY) timeframe

1. Click the **Self-Assessment\*** link to access this activity.
2. Click on the **Start New** button.



Menu	By	Created Date
No information to display		
<div>Start New</div>		
<h3>Standard I: Teachers Demonstrate Leadership</h3>		

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3. Complete the form, checking the applicable boxes and entering comments in the comments' fields.
  - a. Each **Element** must have at least one box checked for assessment to finalize.
  - b. If **Not Demonstrated** is checked a comment box will appear to enter comments in.

Self-Assessment

Print Save & Exit Observing: 000092-Train, Teacher1

Save Changes Share

### Standard I: Teachers Demonstrate Leadership

**Element Ia. Teachers lead in their classrooms.**  
 Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and they create a culture that empowers students to collaborate and become lifelong learners.

Not Looked For	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input type="checkbox"/> Not looked for.	<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	<input checked="" type="checkbox"/> ...and Takes responsibility for the progress of students to ensure that they graduate from high school. <input checked="" type="checkbox"/> ...and Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> ...and Establishes a safe and orderly classroom. (Observation)	<input type="checkbox"/> ...and Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> ...and Evaluates student progress using a variety of assessment data. <input type="checkbox"/> ...and Creates a classroom culture that empowers students to collaborate. (Observation)	<input type="checkbox"/> ...and Encourages students to take responsibility for their own learning. <input type="checkbox"/> ...and Uses classroom assessment data to inform program planning. <input type="checkbox"/> ...and Empowers and encourages students to create and maintain a safe and supportive school and community environment. (Observation)	<input type="checkbox"/> Not demonstrated.

4. Click **Save Changes** to remain on page and continue.
    - a. (Optional) Scroll to the top and click **Share** to share the form with the evaluator.
      - i. Click Share to confirm that the assessment should be shared.
    - b. Note: **Share** is also available in the **More Options Menu** on the summary screen.
- By sharing, you are allowing other users to see the answers you have selected and any text you may have entered. This may include the person who you observed.

Please select how you would like to share the results:

Share Do not share Cancel
5. Click **Save & Exit** when finished to return to the summary screen.
  6. From the **More Options Menu** click **Finalize** to lock the form and prevent further edits.
    - a. If **Finalize** is not listed, one of the **Elements** is missing a check box. Click Continue to review each Element's check boxes.

Manage Plan

<< Back View All Feedback Professional Development Plan 2018-2019 Self-Assessment

Print Plan for 000092-Train, Teacher1

Verify PDP Self-Assessment Rubric Standards are aligned to your role. Contact your Principal if the Self-Assessment Rubric Standards are not aligned to your role.

	By	Created Date	Status	Shared
	<input checked="" type="checkbox"/> Teacher1 000092-Train	09/08/2018 at 2:46 PM	In Progress	

**More Options Menu**

- Feedback
- Continue
- Share
- Finalize**
- Manage Files
- Delete

### Standard I: Teachers Demonstrate Leadership

**Element Ia. Teachers lead in their classrooms.**  
 Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and they create a culture that empowers students to collaborate and become lifelong learners.

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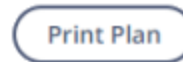
## b. More Options Menu items list:

- i. **Feedback** - displays a pop-up view of all ratings and feedback for the self-assessment.
- ii. **Continue** - returns to the self-assessment task.
- iii. **Share** - allows others with access rights to the PDP plan to view responses and notes.
- iv. **Finalize** – marks the activity as complete. (shows when self-assessment containers are completed – i.e. have at least one box checked in each standard's elements)
- v. **Manage Files** - add and remove file attachments.
- vi. **Delete** - removes this self-assessment instance.

7. Click **View All Feedback** to view entered comments.



8. Click **Print Plan Button** to Download a PDF or choose items of the plan to print out.



9. Click **Download PDF** icon on far right to download and print a hard copy of the form.



10. Click **Back** to return to the container's screen.

11. After finalizing the form, it will set the **Status** to Complete.

- a. Scroll to the top and click **Mark Complete** button to fully complete the process and the activity will show a green check mark in the container.



Professional Development Plan 2018-2019  
Self-Assessment

for 000092-Train, Teacher1  
*Verify PDP Self-Assessment Rubric Standards are aligned to your role.  
Contact your Principal if the Self-Assessment Rubric Standards are not aligned to your role.*

Menu	By	Created Date	Status	Shared
A	<input checked="" type="checkbox"/> Teacher1 000092-Train	09/08/2018 at 2:46 PM	Complete	

## Step 2 Do & View: PDP Initial Review

1. Click anywhere in the **PDP Initial Review** container to expand the activities.
2. Click **PDP Details Initial Review \***
  - a. Required activity
  - b. Will not open fully if **Self-Assessment** activity is not finalized with a green check mark.

PDP Initial Review

- PDP Details Initial Review \***  
Teacher enters PDP information.
- PDP Evaluator Signature Initial Review \***  
Evaluator reviews teacher submission and makes any needed changes. Evaluator signs.
- PDP Mentor Signature Initial Review**  
Mentor signs. Required for Beginning Teachers
- PDP Teacher Signature Initial Review \***  
Teacher signs.

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3. Click **New** to complete the required **Professional Development Plan** form.
  - a. **PDP Type** – will be entered in Evaluator activity
  - b. **Position**
  - c. **\*Subject Area (Teacher)** (required)
  - d. **Mentor Name**
  - e. **Position/Subject Area (Mentor)**

PDP Details Initial Review for 010303-Train, Teacher2

4. Click **Save** to keep the window open for editing.
5. Click **Save & Exit** to return to the activity.
6. Click **New** to enter the required **Teacher Strategies**
  - a. Note: all fields are required. \*

Name: 000092-Train, Teacher1  
 PDP Type: -Not Selected-  
 Position (Teacher): Teacher - Classroom  
 \* Subject Area (Teacher): Math  
 Year: Licensure Cycle Year 1  
 Classification: Comprehensive  
 Other:  
 School: Sterling Montessori Academy-Train: 000092-Train  
 Mentor Name: Teacher2  
 Academic Year: 2018-2019  
 Position / Subject Area (Mentor): Lead Teacher/Math  
 NC Professional Standard Domains: NC Teaching and Licensed Support Staff Standards

1. Demonstrate Leadership
2. Establish a Respectful Environment for a Diverse Population of Students
3. Know the Content They Teach
4. Facilitate Learning for Their Students
5. Reflect on Their Practice

Buttons: Save, Save & Exit, Cancel

- i. \* Goal
- ii. \* Activities/Actions
- iii. \* Expected Outcomes/Evidence of Completion
- iv. \* Resources Needed
- v. \* Timeline

7. Complete the **Teacher Strategies** form.

\* Goal: Successful Students  
 \* Activities/Actions: Teaching Strategies  
 \* Expected Outcomes/Evidence of Completion: Student Success  
 \* Resources Needed: Teaching Supplies  
 \* Timeline: school year 2018-19

\* Required Fields

Buttons: Save, Save & Exit, Cancel

8. Click **Save** or **Save & Exit**.

# Professional Development Plan – Teacher/Support Staff Guide

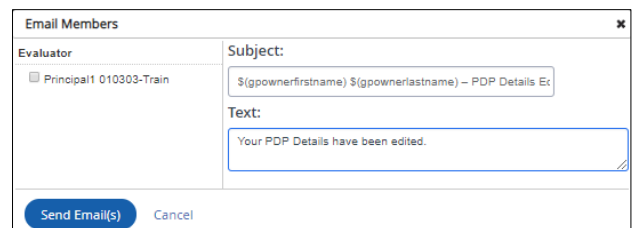
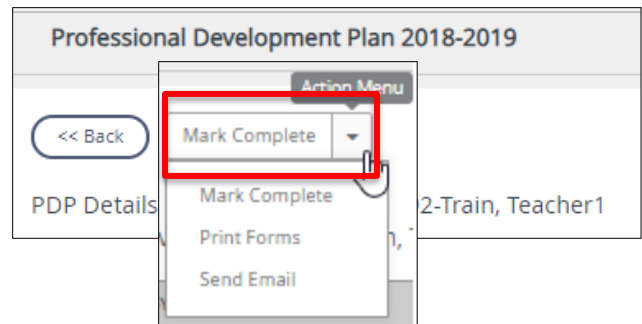
9. Click **New** to add goals.
10. Click **Edit** to make changes to either form.
11. Click **Delete** to clear either form.
12. Click **Mark Complete** to lock the form and return to the containers' screen.

- a. **Print Forms**

- i. **Professional Development Plan**
- ii. **Teacher's Strategies**

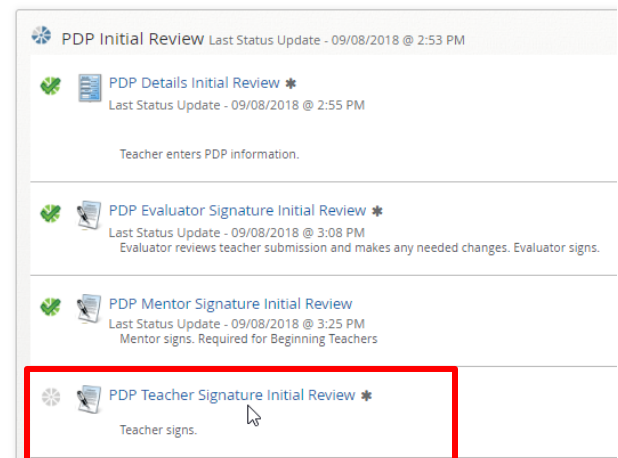
- b. **Send Email**

- i. Choose from list of those with access rights
- ii. Can edit text and send emails.



13. **Evaluator Activity: PDP Evaluator Signature Initial Review \*** (required)

- a. Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Evaluator Signature Initial Review** to view these activities. Click **Back** to return to the containers screen.

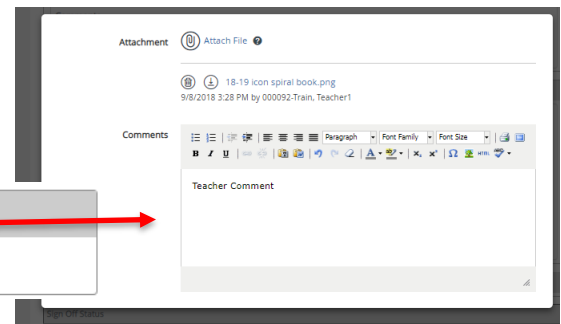
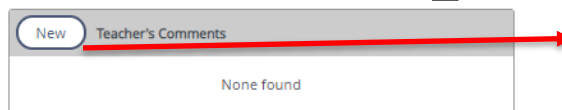


14. **Mentor Activity: PDP Mentor Signature Initial Review**

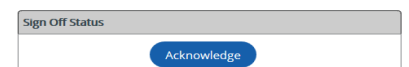
- a. Once the Mentor has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Mentor Signature Initial Review** link to view these activities. Click Back to return to the containers screen.

15. Click **PDP Teacher Signature Initial Review \***

- a. Required activity
- b. Scroll down to the **Teacher's Comments** section and click **New**.
- c. Enter **Comments** and **Attachments**
- d. Click **Save** or **Save & Exit**
- e. Click **Acknowledge** to complete **Sign Off Status**.
  - i. Activity is marked with a green check



Save Save & Exit Cancel





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16. Final activity in **PDP Initial Review** is for the Evaluator to lock the container.  
All activities will be marked with a lock icon.



## Step 3 Do & View: PDP Mid-Year Review

- Click anywhere in the **PDP Mid-Year Review** container to expand the activities.
- Click **PDP Details Mid-Year Review \***
  - Required activity
- Click **New** to complete the required **Professional Development Plan** form.
  - Enter required \* **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**
  - Answer **Yes or No** to **Student Growth has been reviewed**
  - Enter **Comments**
  - Attach files** (optional)

- Click **Save** to keep the window open for editing.
- Click **Save & Exit** to return to the activity.
- Scroll down and click **New** to enter **Teacher Strategies Mid-Year**

- Complete the **Teacher Strategies** form.
  - Goal
  - Activities/Actions
  - Expected Outcomes/Evidence of Completion
  - Resources Needed
  - Timeline

- Click **Save** or **Save & Exit**.
- Click **New** to add goals.
- Click **Edit** to make changes to either form.
- Click **Delete** to clear either form.

# Professional Development Plan – Teacher/Support Staff Guide

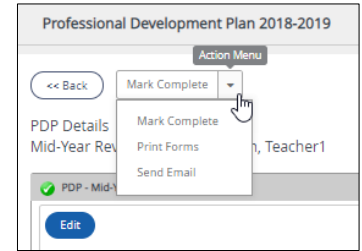
12. Click **Mark Complete** to lock the form and return to the containers' screen.

a. **Print Forms**

- i. **Professional Development Plan**
- ii. **Teacher's Strategies**

b. **Send Email**

- i. Choose from list of those with access rights
- ii. Can edit text and send emails.



13. **Evaluator Activity: PDP Evaluator Signature Mid-Year Review \*** (required)

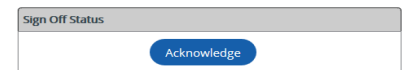
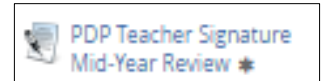
- a. Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Evaluator Signature Mid-Year Review** to view these activities. Click **Back** to return to the containers screen.

14. **Mentor Activity: PDP Mentor Signature Mid-Year Review**

- a. Once the Mentor has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Mentor Signature Mid-Year Review** link to view these activities. Click Back to return to the containers screen.

15. Click **PDP Teacher Signature Mid-Year Review \***

- a. Required activity
- b. Scroll down to the **Teacher's Comments** section and click **New**.
- c. Enter **Comments** and **Attachments**
- d. Click **Save** or **Save & Exit**
- e. Click **Acknowledge** to complete **Sign Off Status**.
  - i. Activity is marked with a green check

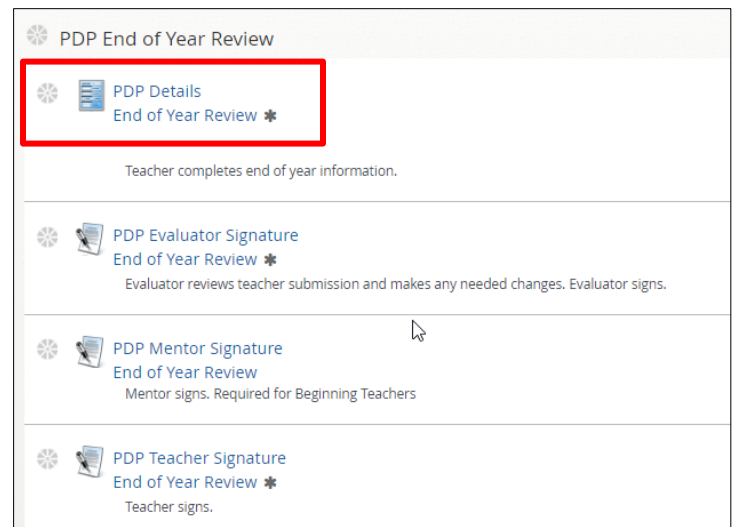


16. Final activity in **PDP Mid-Year Review** is for the Evaluator to lock the container. All activities will be marked with a lock icon.



## Step 4 Do & View: PDP End of Year Review

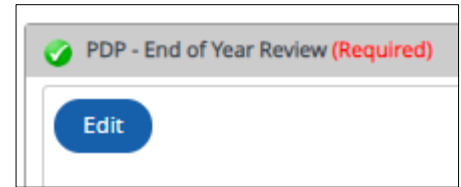
1. Click anywhere in the **PDP End of Year Review** container to expand the activities.
2. Click **PDP Details End of Year Review \***
  - a. Required activity



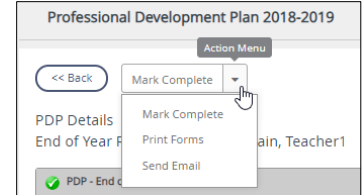


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3. Click **Edit** to complete the required **PDP End of Year Review**.
  - a. Enter required \* **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**
  - b. Enter **Comments**
  - c. **Attach files** (optional)

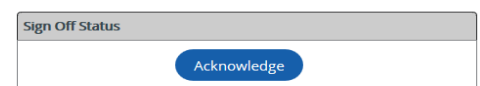
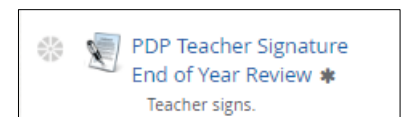


4. Click **Save** to keep the window open for editing.
5. Click **Save & Exit** to return to the activity.
6. Click **Mark Complete** to lock the form and return to the containers' screen.
  - a. **Print Forms**
    - i. **Professional Development Plan**
    - ii. **Teacher's Strategies**
  - b. **Send Email**
    - i. Choose from list of those with access rights
    - ii. Can edit text and send emails.



7. **Evaluator Activity: PDP Evaluator Signature End of Year Review \*** (required)
  - a. Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Evaluator Signature End of Year Review** to view these activities. Click **Back** to return to the container's screen.
8. **Mentor Activity: PDP Mentor Signature End of Year Review**
  - a. Once the Mentor has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Mentor Signature End of Year Review** link to view these activities. Click Back to return to the container's screen.

9. Click **PDP Teacher Signature End of Year Review \***
  - a. Required activity
  - b. Scroll down to the **Teacher's Comments** section and click **New**.
  - c. Enter **Comments** and **Attachments**
  - d. Click **Save** or **Save & Exit**
  - e. Click **Acknowledge** to complete **Sign Off Status**.
    - i. Activity is marked with a green check



10. Final activity in **PDP End of Year Review** is for the Evaluator to lock the container.  
All activities will be marked with a lock  icon.

**Step 5 Do & View: PDP Record of Activities** – Click into container to run **Record of Activities** reports

