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:

Not Started   In-Progress   Incomplete   Complete   * Required   🔒 Locked

Accessing the Evaluation Plan

HOME BASE **NC Educator Effectiveness System**
Home | My Evaluation | Staff Evaluations | Help Guides | Professional Development

Evaluations
Current Evaluations | Archived Evaluations | Deactivated Evaluations

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**.

Professional Development Plan 2018-2019
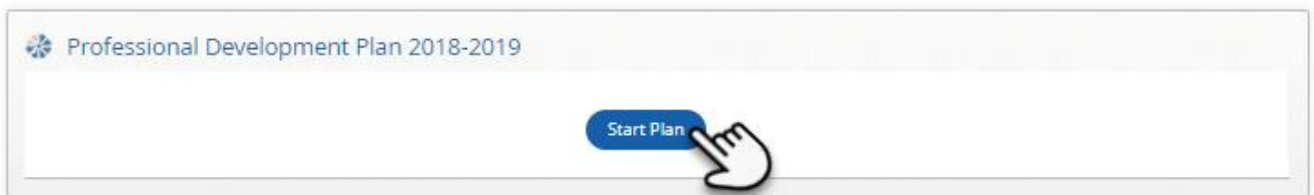
[Start Plan]

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

Professional Development Plan 2018-2019

Teacher	Date Created
	08/29/2018 @ 09:39 AM
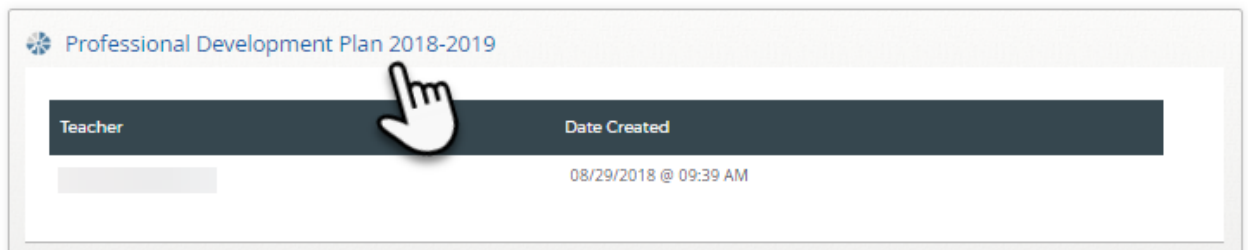
b. If there is not PDP assigned contact the school administrator to assign a plan.

Professional Development Plan – Teacher/Support Staff Guide

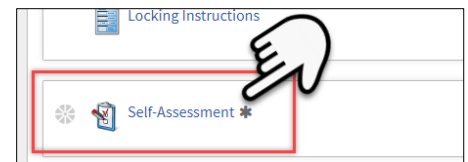## Completing the Professional Development Plan Process

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

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.

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.

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.

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.

Professional Development Plan Guide (Teacher/Support Staff)   *Last Updated 9/2018*   **3**

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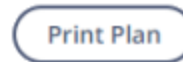
9. Click **Download PDF** icon on far right to download and print a hard copy of the form.

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.

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.

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

New Professional Development Plan(Required)

4. Click **Save** to keep the window open for editing.

5. Click **Save & Exit** to return to the activity.

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

6. Click **New** to enter the required **Teacher Strategies**
   a. Note: all fields are required. *

New Teacher's Strategies (Required)

Click "New" to add another goal.

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

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

* Required Fields

Save   Save & Exit   Cancel

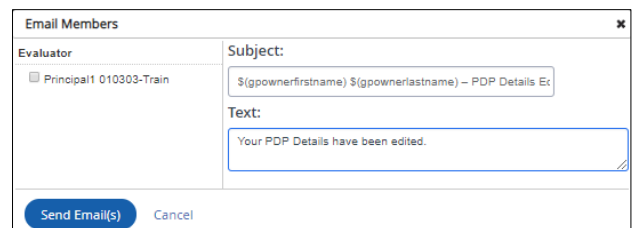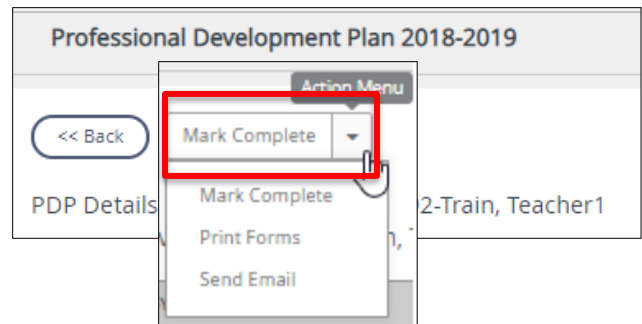8. Click **Save** or **Save & Exit**.

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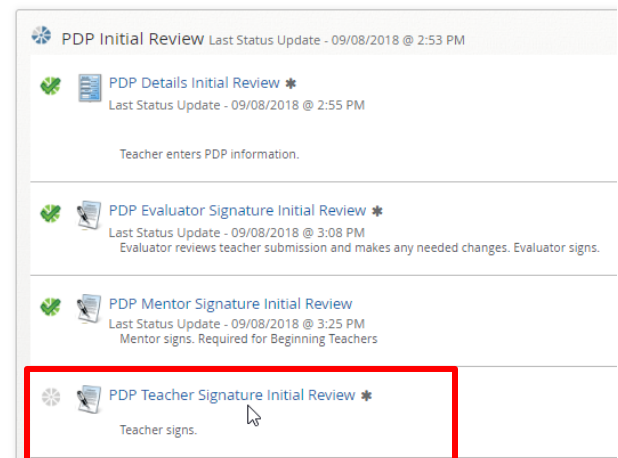
14. **Mentor Activity: PDP Mentor Signature Initial Review**
    a. Once the Mentor has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Mentor Signature Initial Review** link to view these activities. Click Back to return to the containers screen.

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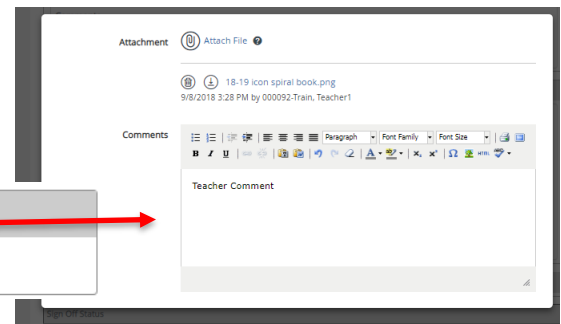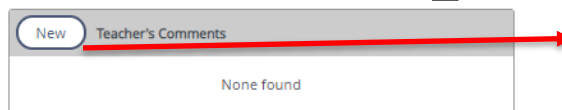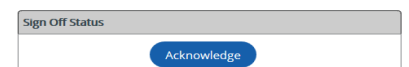
16. Final activity in **PDP Initial Review** is for the Evaluator to lock the container. All activities will be marked with a lock icon.

Step 3 Do & View: PDP Mid-Year Review

1. Click anywhere in the **PDP Mid-Year Review** container to expand the activities.

2. Click **PDP Details Mid-Year Review** *
   a. Required activity

3. Click **New** to complete the required **Professional Development Plan** form.
   a. Enter required * **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**
   b. Answer **Yes or No** to **Student Growth has been reviewed**
   c. Enter **Comments**
   d. **Attach files** (optional)

4. Click **Save** to keep the window open for editing.

5. Click **Save & Exit** to return to the activity.

6. Scroll down and click **New** to enter **Teacher Strategies Mid-Year**

7. Complete the **Teacher Strategies** form.
   a. Goal
   b. Activities/Actions
   c. Expected Outcomes/Evidence of Completion
   d. Resources Needed
   e. Timeline

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

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
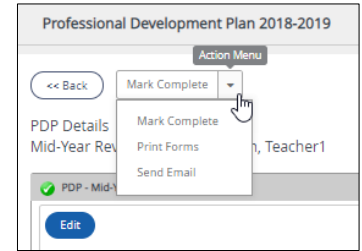   ii. Can edit text and send emails.

13. **Evaluator Activity: PDP Evaluator Signature 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**.
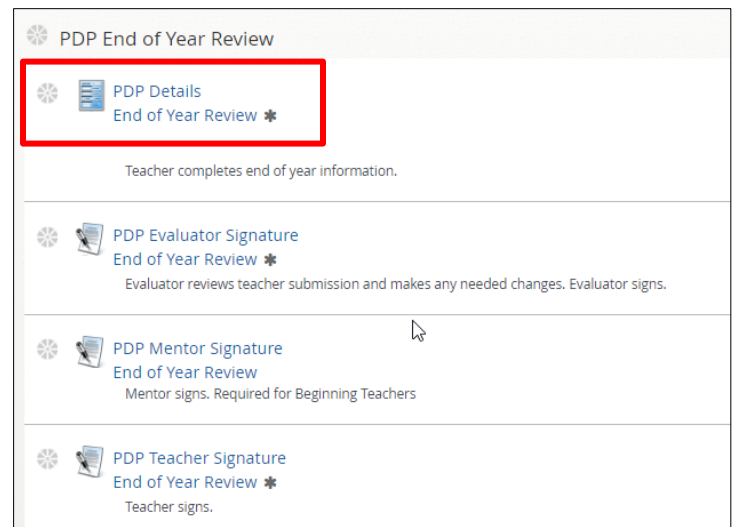   i. Activity is marked with a green check
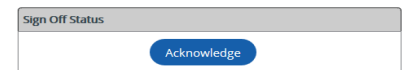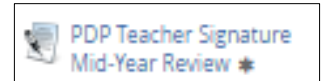
16. Final activity in **PDP Mid-Year Review** is for the Evaluator to lock the container. All activities will be marked with a lock icon.

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

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)
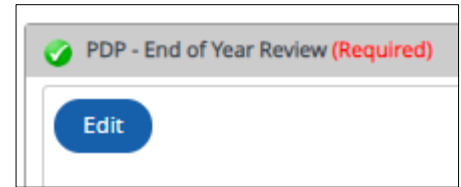
4. Click **Save** to keep the window open for editing.

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.
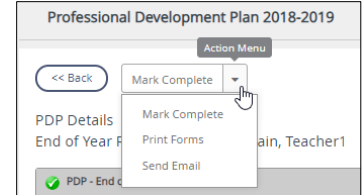
7. **Evaluator Activity: PDP Evaluator Signature End of Year Review** * (required)
   a. Once the Evaluator has completed the PDP Signature steps, there will be a green check mark in that activity. Click the **PDP Evaluator Signature End of Year Review** to view these activities. Click **Back** to return 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
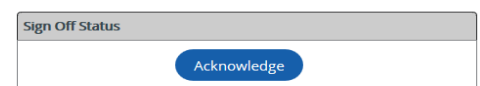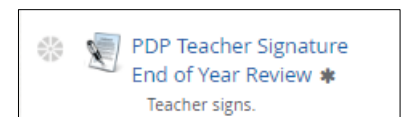
10. Final activity in **PDP End of Year Review** is for the Evaluator to lock the container. All activities will be marked with a lock 🔒 icon.

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