



## Individual Professional Development Plan

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### **Guidelines for Developing an Individual Professional Development Plan**

- Briefly describe your present job, the certificates/licenses you hold, and when they expire.
- Briefly describe your future personal professional goals. They may include but can not be restricted to the sample goals provided.
- Think about your professional goals for the next five-year period. How will your goals impact your students/peers. Identify 1 or 2 long term goals. These goals should exceed your normal job requirements and/or educational requirements needed to maintain licensure.

### **Considerations when Designing Individual Professional Development Plans**

#### **What are my goals for learning?**

- As I plan my goals, what information or data should I consider in relation to my area of certification or licensure, to my students' needs, to my district and building improvement plans and to my professional aspirations?
- How can I use the data I have gathered to define my learning needs and develop my IPDP goals?
- Are my IPDP goals focused on my learning knowledge, skills and strategies that will help me improve my practice?
- Do my IPDP goals reflect a balance between personal and professional considerations?

#### **What strategies will I use to attain my goals?**

- In addition to college courses and professional workshops, what other strategies or activities would help me attain my goals?
- To what extent do my strategies or activities reflect what the research says about quality professional development?
- Does the school district offer a professional development program or process that can help me meet some or all of the goals?
- Are there other professional development providers such as Educational Service Centers, Regional Professional Development Centers, Special Education Regional Resource Centers, professional associations, colleges and universities, etc. that offer programs in alignment with my IPDP goals?
- Are there other activities that are not requirements of my position that lead to professional growth, such as internships, externships, action research, study groups, professional service, research and publications?
- Are there forms of support available to help me attain my goals?

#### **How can I show accountability for my professional learning?**

- How will I know that the professional development experience I have planned has been meaningful?
- How can I measure progress toward the achievement of my goals?
- What will I use to demonstrate to the LPDC that I have attained my IPDP goals?
- In addition to certificates of attendance, have I identified useful means by which to document my progress, such as a portfolio, documentation of presentations, a reflective journal, copies of committee work, critiques of conferences, samples of student work, videotapes, logs, copies of articles and other documents?
- Can I effectively communicate my plan to the LPDC?



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### Sample Educational Goals

#### Assessment and Evaluation

- a. To apply technology as an effective assessment tool.
- b. To construct effective evaluation instruments (rubrics) for use in my role.
- c. To expand the number and types of assessment tools utilized in my current role.
- d. To apply assessment data to instruction.
- e. To correctly interpret and apply test scores.
- f. To seek input from parents and students for the purpose of improving instruction, classroom practices, and/or other job-related activities.
- g. To seek input from colleagues and/or other staff members for the purpose of improving job-related practices.

#### Content and Professional Knowledge

- a. To apply technology as an effective content tool.
- b. To gain knowledge of other professions.
- c. To acquire further knowledge and skills in a specific content area \_\_\_\_\_
- d. To increase understanding of age-appropriate and developmental characteristics of students.
- e. To acquire and demonstrate use of educational theory and/or philosophy.
- f. Communication Skills

#### To apply technology as an effective communication tool

- a. To present to various audiences.
- b. To enhance speaking skills.
- c. To enhance writing skills.
- d. To enhance community-school relations.
- e. To enhance/increase communication with specific group: \_\_\_\_\_

#### Instructional Methodology

- a. To improve students' specific skills in \_\_\_\_\_
- b. To integrate higher-order thinking skills into daily learning activities.
- c. To facilitate students to teach themselves and others (cooperative teaming, etc.).
- d. To have students become more proficient in solving problems by using a variety of tools and knowledge.
- e. To teach effectively across many disciplines.
- f. To develop interdisciplinary unit(s) of instruction which focus on: \_\_\_\_\_
- g. To develop strategies to improve the learning environment for all students.
- h. To implement a variety of teaching methods that result in increased student achievement.



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### **Sample Educational Goals (continued)**

#### **Interpersonal Skills**

- a. To apply technology as an effective interpersonal tool.
- b. To encourage others to achieve and succeed.
- c. To coordinate and direct the efforts of others.
- d. To facilitate groups to accomplish established goals.
- e. To motivate self and others.
- f. To develop and demonstrate personal leadership skills.
- g. To assess and monitor interpersonal skills.

#### **Organizational and Leadership Skills**

- a. To apply technology as an effective management tool.
- b. To seek out and apply for outside resources (example: grant writing).
- c. To collect data to use in planning and problem solving.
- d. To create conditions and environment for productive performance.
- e. To establish vision that encourages performance of self and others.
- f. To learn planning and organizational skills that improve self and others.
- g. To develop strategies to manage groups of people.
- h. To obtain skills for working with community members, colleagues, support staff, and/or supervisors.
- i. To implement specific strategies/programs to promote positive and improved student behavior.

#### **Skills to Meet the Special Needs of Students**

- a. To adapt instruction to all skill levels.
- b. To apply technologies as effective intervention tools.
- c. To increase awareness about specific topics relative to the special needs students (i.e. divorce, death, abuse etc.).
- d. To sensitize all students to the needs of individuals (i.e. respect for differences, etc.)
- e. To understand social, emotional and developmental needs of students.
- f. To meet the needs of diverse populations.
- g. To develop a program which fosters respect for the diversity of people.
- h. To learn and apply ways of developing positive self concepts in students.
- i. To implement inclusion techniques for special education students.
- j. To understand differences in how students learn and provide instruction to accommodate such diversity.
- k. To understand how students learn and develop, and create opportunities for each student's academic development.
- l. To work cooperatively with a colleague to make appropriate changes for specific students.



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### Sample Educational Goals (continued)

#### School District and/or Building Specific Goals

- a. To increase proficiency test scores by aligning curriculum, assessment, instructional strategies, and/or use of technology.
- b. To improve public perception of school building/district.
- c. To develop a supportive mentoring program.
- d. To increase volunteers in classroom, building, and/or district.
- e. To develop and enhance classroom, building, and/or district communication tools.
- f. Specific goals related to district's Strategic Plan:

#### Community Partnerships

- a. To work with parents/family members, school colleagues, and community members to support student's learning and development.
- b. To become acquainted with community resources in order to utilize them effectively in current role.
- c. To establish a specific community partnership with my building and/or class.
- d. To develop a mentoring program utilizing a specific group of community members.

#### Administrative Skills

- a. To apply technology as an effective administrative tool.
- b. To identify and follow-through on a set of goals specific to the needs of my current assignment.
- c. To increase personal communication skills to be used by me with staff members.
- d. To research various management styles and employ the use of one. To determine its effectiveness given my role.
- e. To assess my leadership and administrative strengths and weaknesses based upon input from individuals with whom I come into contact.
- f. To develop an incentive program for use with my staff members \_\_\_\_\_