

Flow Chart for Establishing the **Professional Development Record**



1. Organize the **School Improvement Committee** (perhaps members of Component Six of the SIP).
 - a. Establish quarterly meetings.
 - b. Assign **SIP Committee** to review the **SIP Goals and the Implementation Plan** associated with each goal.
 - c. Brainstorm ideas to meet the established **Benchmarks** of each goal.
 - d. Review the **timeline/calendar** for implementation and edit if necessary.
 - e. Review the **Title I Professional Development and Substitute Teacher Yearly Allocations** spreadsheet.

2. Complete forms required for **Professional Development Plan with attached SIP Goals, Calendar and Budget**, referring to **NCLB High Quality Professional Development Requirements**. Some of the items may be general such as: Individual Teacher PD requests (you may set aside a portion of your budget for this item to be detailed later).

3. Submit to Central Office by **October 15th**.

4. Implement **Plan** and monitor progress.

5. Evaluate and document the success of yearly **SIP Plan** in April and submit information to SDE if required.

6. Monitor teacher completion of **Online Professional Development Survey**. See attached form.

7. Fall of 2nd Year: Review spring test data and edit plan for the 2nd Year in order to successfully complete **Goals** within the established timeframe in the SIP.

8. Fall of 2nd Year: Begin to gather and analyze data to establish **new SIP** for next 2-year cycle.

(School Name)

Professional Development Plan

(Attach a copy of SIP Goal Sheets, Budget Sheet and Yearly Planning Calendar)

(School year)

Sip Goal # 1 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Sip Goal # 2 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Sip Goal # 3 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Sip Goal # 4 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Yearly Professional Development Plan Academic Year 2004-2005

School Name _____

November 2 _____ **Professional Development Day #1**
(Date)

January 17 _____ **Professional Development Day #2**
(Date)

February 18 _____ **Professional Development Day #3**
(Date)

April 29 _____ **Professional Development Day #4**
(Date)

_____ **Activities Scheduled in Addition to**
(Date) **Calendar Professional Development Dates**

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NCLB Key Elements of High Quality Professional Development

1. Sustained and On-Going

2. A Coherent Study

3. Collaborative

4. Classroom Applications

5. Follow-up

- Exposes teachers to content that helps deepen a conceptualize their subject area(s)
- Helps teachers understand “How Students Learn”
- Enables teachers to develop and refine their own teaching strategies.