

## ***Ideas for Teacher Professional Growth Plans***

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### ***Plan topics***

- ADHD/ADD
- Authentic Assessment
- Brain-Based Learning
- Concept-Based instruction
- Conflict Resolution
- Constructivism
- Cooperative Learning
- Creating Lifelong Learners
- Dealing with Diversity
- Differentiated Instruction
- Guided Reading
- Inclusion
- Inquiry-Based Instruction
- Instructional Strategies
- Integrated curriculum
- Involving Families
- Learning Styles
- Multiple Intelligences
- Pathways
- Performance-Based Assessment
- Portfolios
- Problem-Based Instruction
- Service Learning
- Student-Led Conferences
- Student Physical Fitness
- Technology in the Classroom
- Thematic Instruction
- Writers' Workshop



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### ***Action Plan Learning Experiences***

#### *Attend*

- A university class
- Conferences
- Workshops

#### *Collect*

- Work samples
- Specified data

#### *Conduct*

- Interviews
- Observations
- Site visits
- Surveys

#### *Construct*

- Lesson plans
- Specific assessments
- Units of instruction
- Worksheets
- Instructional materials

#### *Interpret*

- Specified data

#### *Listen to*

- Audio tapes

#### *Read*

- Books
- Articles

#### *View*

- Videotapes
- Websites

## ***Professional Growth Plan (Application)***

Name of Teacher	
Name of School	
Date Submitted	
Topic Selected	
Rationale	
Learner Centered Goals	1  2  3
Action Plan/Timeline	
Resource Needs	
Plan Evaluation and Method of Sharing with Learning Community	
Projected Completion Date	
Teacher's Signature	
Administrator's Signature	
Superintendent's Signature	Plan Approval Date:



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# ***Creating a Professional Growth Plan***

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## ***Target Professional Growth***

- Review best practices and performance standards*
- Perform professional performance standards self-assessment*
- Analyze student achievement data*
- Look for correlations between practices and student performance*
- Choose Plan Topic*
- Determine rationale for Topic*
- Identify participants if a group plan*

## ***Plan Design***

- Establish professional and learner-centered goals*
- Design action plan*
- Determine modes of documentation*
- Define methods of evaluation*
- Identify resource needs*
- Choose method of sharing results with learning community*

## ***Plan Approval***

- Meet with administrator to review plan and have it authorized*
- Verify that authorized plan has been sent to Illinois Conference Office of Education*
- Make sure you have received confirmation from the Illinois Conference Office of Education by form of an approval letter*
- Determine dates for progress meetings*

## ***Plan Implementation***

- Implement action plan*
- Conduct progress meetings*

## ***Plan Evaluation***

- Summarize growth plan activities*
- Participate in summary conference with administrator*
- Share results with the learning community*
- Meet with administrator to confirm completion of the plan*

## ***Reimbursement***

- Provide completed Travel Voucher along with original receipts to Illinois Conference Office of Education for reimbursement up to the limit specified by your approval letter.*



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## ***Professional Growth Completion - Confirmation***

Name of Teacher	
Name of School	
Plan Completion Date	
Progress Meeting (Dates & Notes)	
Teacher's Signature	
Administrator's Signature Superintendent's Signature	<input type="checkbox"/> Learner centered Goals were met as outlined <input type="checkbox"/> Learner centered Goals were altered (see notes above)  _____
Reimbursement  \$	<u>All must be completed and submitted together for reimbursement.</u> If any of these items are missing, it will be returned to you to be completed before reimbursement can take place. <input type="checkbox"/> Copy of THIS approved and completed form <input type="checkbox"/> Completed Travel/Expense Voucher (Itemized) <input type="checkbox"/> Original Receipts (if applicable)



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## ***Explanation of Professional Growth Plan Components***

<b>Name of Teacher (list other participants)</b>	
<b>School</b>	
<b>Date Submitted</b>	
<b>Topic Selected</b>	Identify the focus of your plan
<b>Rationale</b>	<p>Explain your reason for choosing this topic</p> <ul style="list-style-type: none"> <li>▪ Why have you chosen this area as the focus of your plan?</li> <li>▪ What problem or issue would you like to resolve?</li> </ul>
<b>Learner Centered Goals</b>	<p>These goal statements represent the growth in student achievement or performance that will occur on completion of the plan. Again, it is important to keep a narrow, clearly defined focus that produces manageable and realistic goals. Be as specific as possible about how your plan will improve student achievement. This achievement may not be immediate; it may take a year or two to see results.</p>
<b>Action Plan/Timeline</b>	<p>List the tasks or activities you need to complete and a timeline of when you will complete the task or activity. Even if they are only approximations, the times serve as a benchmark to ensure that you are progressing toward completion. Use action verbs to write your tasks. The more details you provide, the better the direction you will have.</p> <ul style="list-style-type: none"> <li>▪ What sequential steps will you follow to complete your plan?</li> </ul>
<b>Documentation</b>	<p>The sum total of your documentation constitutes your Professional Growth Plan portfolio. The documentation demonstrates your work on the plan and the professional growth you have experienced as a result of completing the plan.</p> <ul style="list-style-type: none"> <li>▪ What data or artifacts are you going to collect and why?</li> <li>▪ What artifacts will help demonstrate your work, activities, learning, and application of learning?</li> </ul>
<b>Methods of Evaluation</b>	<p>Explain what you will do to provide evidence that you have attained your goals at completion of your plan.</p> <p>Essential Question and attained your goals at completion of your plan.</p> <ul style="list-style-type: none"> <li>▪ How will you determine whether growth has occurred (yours &amp; students)?</li> <li>▪ How will you determine whether you implemented your growth plan effectively?</li> <li>▪ Did you attain the goals you established?</li> <li>▪ What documentation will show new knowledge or skill? Changes in instructional practices?</li> <li>▪ What documentation will show your effort?</li> <li>▪ What documentation will show a contribution to the learning community?</li> <li>▪ What documentation will show improvement in student achievement?</li> </ul>
<b>Resource Needs</b>	<p>Identify the types of support you need to complete your plan.</p> <ul style="list-style-type: none"> <li>▪ Do you need particular books, videotapes, or audiotapes?</li> <li>▪ Do you need release time to visit other programs or observe other teachers?</li> <li>▪ Do you need to attend a specific workshop or training?</li> <li>▪ Do you need to find an expert who can provide you with training?</li> <li>▪ What costs will be incurred as you complete your plan?</li> </ul>

<b>Method of Sharing with Learning Community</b>	<p>Explain how you will share your growth plan experience with your learning community.</p> <ul style="list-style-type: none"> <li>▪ Who might benefit most from your new knowledge and skills?</li> <li>▪ What forum and format will you use to share your growth plan experience?</li> </ul>
<b>Projection Completion Date</b>	Specify when you anticipate completing your plan. Be as realistic as possible.
<b>Plan Approval Date</b>	
<b>Superintendent's Signature</b>	
<b>Teacher's Signature</b>	
<b>Progress Meetings (Dates &amp; Notes)</b>	Record dates and notes of meetings held with superintendent to report on progress.



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