

Assignment Instructions Handout

Critical Assignment-Professional Growth Plan (Building)

Topic: Professional Growth Plan (Building)

Audience: Superintendent and School Board

1. Read pages 210-219 in the **Critical Resource** for this theme and study the **Professional Growth Plan** (Attachment 1 of this handout) so that you have a picture of the Professional Growth Plan that you're going to create.
2. Read pages 147-151 in the **Critical Resource** and then locate and review some student data that is available in your building. This data can include student learning data such as standardized test results, state test results, MAP test results, local assessment results. or other student data such as attendance, suspensions, expulsions, drop-out rates, etc.
[Helpful Hint: Don't reinvent the wheel. Your school's improvement plans and professional growth plans already contain this data so go ahead and use it. Where you find the data isn't as important as understanding the importance of using data in your decision making process.]
3. Enter information on the type and nature of the student data that you analyzed on the **Professional Growth Plan** in the section called **Data Analyzed**. **[Helpful Hint: See page 213 in the Critical Resource for an example of how to write this in your plan. You don't have to have a long list of data sources. The important thing here is that you list credible data sources.]**
4. Analyze the data and identify a gap/s in student performance. **[Helpful Hint: See pages 149 and 154 in the Critical Resource for guidance on the data analysis process.]**
5. Identify your findings from the data and enter that information on the Professional Growth Plan. **[Helpful Hint: See page 213 in the Critical Resource for an example of how to write you findings.]**
6. Write a SMART goal for students that is focused on the results desired for improvement. **[Helpful Hint: See page 150 in the Critical Resource for information on how to write and examples of SMART goals.]**
7. Read pages 13-17 and 202-208 in the **Critical Resource** to get "new" ideas about effective ways to provide professional growth experiences for your faculty.

8. Determine what professional growth experiences will help you and your faculty reach the goal you've identified and enter that information in the “**What**” column on the chart on the Professional Growth Plan then complete the rest of the chart using the information in the column headings as a guide. [**Helpful Hint: See pages 214-25 in the Critical Resource for an example of a completed plan.**]
9. Read pages 21-22 and 222-247 in the **Critical Resource**. Think about “lessons learned” from the information you read in the **Critical Resource** when you prepared your Professional Growth Plan. Prepare a 15 minute presentation to the School Board and post it on the Voice Board.

Here is a list of things to incorporate into your presentation or convey to your audience where and when appropriate:

- ✓ Student learning is the fundamental purpose of schools and that all students can learn
 - ✓ Adults who work in schools are the most important element in ensuring success for students
 - ✓ Your building's Professional Growth Plan has been well-planned and is context-appropriate, based on reflective practice and research on student learning, and consistent with school vision and goals. Don't forget to emphasize your vision as it relates to teaching and learning.
 - ✓ You have high performance expectations for yourself and others
 - ✓ You are enthusiastic about the task that is ahead of you and faculty as you carry out your plan
 - ✓ You and your faculty share a common goal of improving student performance and that collaborating with your faculty on achieving that goal is critical for student success
10. Complete the Portfolio Artifact Cover Sheet (see Attachment 2 to this handout).

Attachment 1

Professional Growth Plan

Name:

Date:

School:

Data Analyzed:

Findings from Data:

Goal:

What (What are we going to do?)	Who (Who will be responsible for doing what?)	Time (When will we do it?)	Resources (What resources/support do we need?)	Results (What will serve as evidence of our results?)

Attachment 2

North Dakota State University
Critical Assignment
Portfolio Artifact Cover Sheet

Professional Growth Plan (Building) and Presentation to the School Board
ELCC Element 2.4.a: Design Comprehensive Professional Growth Plans

Standard 2.0: Candidates who complete the program are educational leaders who have the knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practice to student learning, and designing comprehensive professional growth plans for staff.

Candidate:

Date:

Course:

Description (Write a description of what you did to carry out the assignment and the artifacts you created)

Rationale: Explain how your artifacts meet the following criteria:

- a. Candidates design and demonstrate an ability to implement well-planned, context-appropriate professional development programs based on reflective practice and research on student learning consistent with the school vision and goals.

Reflection: (What did you learn by doing the assignment and creating these artifacts?)

Revision (What would you do differently if you had to do this assignment and create these artifacts over again?)

Professional Growth (How will what you learned by doing this assignment and creating these artifacts help you now or in the future as an educational leader?)