Individual Professional Development Plan
Cycle for Development and Implementation

1. **Self-assessment:** Conduct a self-assessment by completing the SWUC Teacher Evaluation Form.
2. *Goals:* In consultation with the conference superintendent, set goals based on the data from the self-assessment and the superintendent's assessment. Goals should be stated in broad, general, and largely measurable terms. Align goals with the identified needs, referencing them in terms of the domains and standards in the SWUC Teacher Evaluation Form. Develop a reasonable number of achievable goals. *(Example: I will enhance my ability to develop aligned formative and summative assessments which directly measure students' knowledge and skills for specific lesson/unit outcomes.)*
3. **Assessment:** Determine what assessment tools and strategies will be used to know if the goals are being met. Consider the data/evidences that will be collected.
4. **Tasks:** List the actions or tasks that need to be accomplished to achieve the goals.
5. **Resources:** Determine the resources required for each goal. Resources could include: funding, time, etc.
6. **Timeline:** Establish a timeline for meeting the goals.
7. **Conference Approval:** Seek approval of the Plan from the conference superintendent.
8. **Implementation:** Engage in targeted professional learning outlined in the Plan and periodically assess how the goals are being met in a way that have an enduring impact on instruction and learning. This ideally includes reflective conferences with appraisers or through other professional forums such as faculty meetings, peer coaching, etc. The teacher will collect multiple sources of data/evidence to track goal attainment and participation in professional learning activities detailed in the approved plan.
9. **End-of-Year Conference:** Schedule an end-of-year conference with the conference superintendent. Reflect on the Plan in the context of the analysis of the data/evidence. Discuss next year's goals and professional development plan.
10. **Next Steps:** Begin the cycle anew.

Seventh-day Adventist˚ Church
SOUTHWESTERN UNION

EDUCATION

SWUC Educator Professional Development Plan

Educator_____   School Year_____

School_____   Conference_____

Goal:
Domain/Standard: ____1 Faith Integration, Standard #____ ____2 Planning and Preparation, Standard #____ ____3 Instruction and Assessment, Standard #____ ____4 Learning Environment, Standard #____ ____5 Professional Responsibilities, Standard #____

Tasks	Resources	Assessment	Timeline

Goal:
Domain/Standard: ____1 Faith Integration, Standard #____ ____2 Planning and Preparation, Standard #____ ____3 Instruction and Assessment, Standard #____ ____4 Learning Environment, Standard #____ ____5 Professional Responsibilities, Standard #____

Tasks	Resources	Assessment	Timeline

Comments:

Educator's Signature _____   Date_____

Superintendent's Signature_____   Date_____