

## 1. INSTRUCTIONAL MANAGER SAMPLE PD PLAN

**SECTION III: PROFESSIONAL DEVELOPMENT PLANNING** Professional Development Planning provides a specific framework for continuous learning and clearly defines development opportunities for each staff member on an annual basis.

<p><b>AREAS OF STRENGTH:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity in which I excel and would like to further develop.</p>	<p><b>AREAS OF IMPROVEMENT:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity which I'd like to develop.</p>
<p>1. It would be fun to really use my relationship strength and my passion for adult development to support teachers and coordinators both in their current role and also in how that role connects to their sense of vocation and life's path.</p>	<p>1. <u>Attitudes/values:</u> I want to challenge and support teachers and coordinators in a way that supports their growth. I've applied this concept to teaching and want to bring it more into managing. I also have so many ideas on how to improve our programming, and I'm good at creating systems and support for implementing, but not strong on creating shared vision to implement these systems. I wonder if there are ways I could increase shared vision, especially using strengths I already have.</p>
<p>2. I want to continue to grow in my instruction – teaching is still a big part of what I'm passionate about, and I don't want to “lose my chops” – I really want to continue to grow into becoming a “master teacher” and am glad to have the opportunity to do so with a consistent group of students in our Transitions partnership.</p>	<p>2. <u>Knowledge:</u> I want to better understand GED programming in order to support GED teachers and programming. To do this I'll teach a section of GED for a quarter and work with Heather to get to know the programming better.</p>
<p>3. I'm pretty solid on what makes for great ABE instruction and curriculum, but want to add Transitions expertise into this by participating in the ATLAS/ACES transitions team and by lining up PD for our staff. Integrating Transitions into our curriculum and instruction signifies the difference between learners having the skills to stay in low-wage jobs, and between them having a pathway to move into higher-skilled jobs. I'm integrating this into our curriculum as we re-develop it and want all teachers and coordinators to understand Transitions and have PD in it. To this end I am also taking a class in integrating critical thinking into instruction from the Critical Thinking Foundation which I'm applying directly in the Transitions class we're piloting, and which I'm also using as I work with our curriculum writers to determine appropriate Transitions priorities in our curriculum.</p>	<p>3. <u>Knowledge:</u> Until we have the technology to make our curriculum more share-able, and then create a system to have it efficiently managed by a few people working with me, our curriculum scheduling and management is pretty inefficient and time-consuming. Step one is I need to become adept with SharePoint as we get it accessible. It is hard to find the time to prioritize this yet it needs to happen.</p>

## 2. TEACHER SAMPLE PD PLAN

<b>AREAS OF STRENGTH:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity in which I excel and would like to further develop.	<b>AREAS OF IMPROVEMENT:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity which I'd like to develop.
1. Curriculum planning	1. Become more proficient in testing management.
2. Planning activities that are engaging, meaningful, student focused	2. Collaborate with others and gain further education in effectively using technology within the classroom.
3. Building community within the classroom. Making the classroom a vibrant, supportive, challenging and engaging environment.	3. Take a leadership role in facilitating teacher communication and collaboration.

### 3. COORDINATOR SAMPLE PD PLAN

<b>AREAS OF STRENGTH:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity in which I excel and would like to further develop.	<b>AREAS OF IMPROVEMENT:</b> Knowledge, skills, abilities, style, attitudes/values, creative capacity which I'd like to develop.
1. Community building – students and teachers; learning center team	1. Increase office organization, more time on building systems of efficiency a) Reduction of unused resources b) Organize caught-up backlog c) Address backlog of student files d) Student file administration schedule to help improve organization and efficiency
2. Interpersonal communication	2. Document processes for reference and repeatability a) Update Green book b) Create reference lists for sub-coordinators
3. Increased post-testing and level gains over previous year and exceeded attendance goals	3. More training on coordinator duties a) In-house training b) External training