

PROFESSIONAL DEVELOPMENT PLAN FOR BEGINNING TEACHERS

Name: I.B. Awesome Supervisor/Evaluator: Dr. Spindler Mentor: C. Jones

School DeKalb Junior Senior High School Year 2013-14 Higher Education Representative _____

GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
I. Instructional Process A. District Responsibility 1) Discuss Performance Based Teacher Evaluation (PBTE) 2) Identify grading process, test procedures and support service procedures 3) Discuss curriculum expectations 4) Explain process for distribution of books and supplies 5) Identify instructional goal or learner outcome for teaching activities outside the classroom and board policies governing such activities 6) Discuss the cultural and socioeconomic background of members of the school community	Use PBTE guidelines to communicate expectations Review school policy handbook on grading, testing, and support services for counseling and special education Use Core competencies, key skills and curriculum guides to outline expectations Show how books and supplies are distributed Consult school board policy handbook for policies Present information on the cultural and socioeconomic backgrounds which would enhance learning	Principal and Mentor Principal, Counselor, and Mentor Principal and Mentor Mentor Principal and Mentor Principal and Mentor	Orientation and Ongoing Orientation, First Quarter, and Ongoing Orientation and Ongoing Prior to students' first day of school Ongoing Ongoing	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
I. Instructional Process B. Teacher Responsibility 1) Understand and meet expectations in Performance Based Teacher Evaluation 2) Understand support services 3) Understand the Madeline Hunter model 4) Demonstrate an understanding of learning theory 5) Develop a schedule	Read, discuss, and question Read and question Use in lesson planning Adapt teaching strategy from day to day to reach all learning styles Devise a plan to accommodate for students, including after school or before school in the computer lab	Beginning teacher Beginning teacher, Principal, and Special teachers Beginning teacher Beginning teacher Beginning teacher	Ongoing Ongoing Ongoing Ongoing First quarter and adjust each quarter as necessary	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
II. Classroom Management A. District Responsibility 1) Identify classroom management procedures on discipline 2) Report clerical responsibilities concerning gradebook, attendance, plan book, report card, mid-terms 3) Discuss copying and paper control 4) Discuss organizational procedures a. Assemblies b. Lunch Count c. Other 5) Discuss ancillary resources a. Media Center/Library b. Computer Lab c. School Nurse/First Aid Supplies 6) Identify environmental responsibilities a. Heat, Light b. Desks c. Maintenance	Review school discipline code Consult school handbook on clerical duties Use office supplies to copy, understand control Inform teacher of present organizational procedures Tour facilities Tour school facilities	Principal and Mentor Principal and Mentor Principal and Mentor Principal and Mentor Principal, Mentor, and School Nurse Principal and Mentor	Orientation and Ongoing Orientation and First Quarter Orientation and First Quarter Orientation and First Quarter Orientation and Ongoing First Week	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
II. Classroom Management B. Teacher Responsibility 1) Understand district discipline policy 2) Write and go by lesson plans 3) Understand procedures for emergency situations 4) Physical arrangement of classroom 5) Discuss additional school resources a. Library b. Audio-visual c. Computers/Network	Read and discuss board policy Teach objectives and be organized through use of lesson plans Know fire, tornado, earthquake, and disaster procedures Use seating arrangements conducive to maintaining control and promote learning and cooperation among student teams; change frequently Check library and teacher workroom	Beginning teacher, Mentor, and Principal Beginning teacher Orientation and Beginning teacher Beginning teacher Librarian, Mentor, Neighboring teachers, and Beginning teacher	Ongoing Ongoing Ongoing Ongoing Ongoing	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
<p>III. Interpersonal Responsibilities</p> <p>A. District Responsibility</p> <p>1) Identify channels for parent/teacher communications</p> <p>2) Discuss social expectations in and out of classroom</p> <p>3) Discuss opportunities for networking with fellow teachers</p> <p>4) Discuss the cultural and socioeconomic backgrounds of members of the school community</p>	<p>Explain methods of parent/teacher communications and parent/teacher conferences</p> <p>Discuss during mentor and principal meetings</p> <p>Discuss means of cooperatively working with colleagues</p> <p>Review cultural and socioeconomic backgrounds to enhance relationships with staff and community</p>	<p>Principal and Mentor</p> <p>Principal and Mentor</p> <p>Mentor</p> <p>Principal</p>	<p>Orientation and Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
III. Interpersonal Relationships B. Teacher Responsibility 1) Conduct parent/teacher conferences 2) Always keep an open mind and be willing to work with others 3) Get to know parents and students 4) Telephoning parents/guardians 5) Determine a way to accommodate a parent that arrives unannounced 6) Keep parents informed of student progress 7) Keep accurate records of correspondence with parents	Keep dated notes of student behavior (positive and negative) Look for opportunities to work with other teachers or to involve parents Become acquainted with as many parents/guardians as possible Find out how to make contact with parents by telephone; make contacts as early in the process as possible; keep records of parental contact Set up a conference time if needs cannot be met in a few minutes Sent out letters the 3rd and 6th week of a quarter to parents whose students are in danger of failing Maintain a file with copies of all outgoing correspondence; send copies to principal	Beginning teacher Beginning teacher Beginning teacher Beginning teacher Beginning teacher Beginning teacher Beginning teacher	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
IV. Professional Responsibilities A. District Responsibility 1) Explain school board policy 2) Explain teacher professional development policies and expectations 3) Prepare teachers for extracurricular activities 4) Identify opportunities for involvement in professional organizations 5) Discuss professional dress	Review school board policy handbook Review board policies and state requirement Explain extracurricular assignments Review policies regarding professional organization involvement Review school board policy	Principal and Administrator Principal and Mentor Principal and Mentor Principal and Mentor Principal	Orientation Orientation and Ongoing Orientation and Ongoing Orientation and Ongoing Orientation	

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
IV. Professional Responsibilities B. Teacher Responsibility 1) Demonstrate understanding of school board policy 2) Demonstrate understanding of teacher professional development policies 3) Understand qualifications and requirements for Missouri Certification 4) Meet goals in Professional Development Plan 5) Get involved in professional organizations 6) Continue education 7) Understand Career Ladder 8) Publish articles periodically in scholarly journals	Review and discuss board policy Read and discuss Professional Development Plan and responsibilities Know requirements and work toward advancing to next level Work to define and meet goals Join MSTA, CTA, MVA, AACE, MBEA, and NBEA; serve on committees; work toward holding an office Attend classes and workshops to keep up with technology and developing trends in education Keep in mind what responsibilities are Conduct research in classes and over internet; submit articles to professional journals	Beginning teacher and Administrator Beginning teacher and Mentor Beginning teacher and Mentor Beginning teacher and Mentor Beginning teacher Beginning teacher Beginning teacher and Career Ladder Committee Beginning teacher	Orientation Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

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V. Other A. District Responsibility				

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GOALS	STRATEGY	FACILITATED BY	TARGET DATE	DATE ACHIEVED
<p>V. Other</p> <p>B. Teacher Responsibility</p> <p>1) Utilize community resources</p> <p>2) Establish channels of contact with local newspapers</p> <p>3) Know school policies regarding tobacco, drugs, and AIDS</p> <p>4) Provide workshops for teachers on computers/internet</p>	<p>Be aware of resources, from speakers to materials, in community that would be useful in the classroom</p> <p>Periodically submit reports of classroom activities/projects of interest to the community</p> <p>Review student handbook and discuss board policies</p> <p>Create handouts and provide time after school to help other teachers with the network, computers, and using the internet as desired</p>	<p>Beginning teacher</p> <p>Beginning teacher</p> <p>Beginning teacher and Principal</p> <p>Beginning teacher</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>As needed</p>	