# Explanation of Professional Growth Plan Components

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| **Name of Teacher**  **(list other participants)** |  |
| **Name of School** |  |
| **Date Submitted** |  |
| **Topic Selected** | Identify the focus of your plan |
| **Rationale** | Explain your reason for choosing this topic   * Why have you chosen this area as the focus of your plan? * Why should you investigate this area? * What problem or issue would you like to resolve? |
| **Learner Centered Goals** | These goal statements represent the growth in student achievement or performance that will occur on completion of the plan. 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 improvement student achievement. This achievement may not be immediate; it may take a year or two to see results. |
| **Action Plan/Timeline** | List the tasks or activities you need to complete and a time line 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.   * What sequential steps will you follow to complete your plan? * What resources will you review? * Whom will you interview? * What will you create? * What books will you read? * What workshop will you attend? |
| **Resource Needs** | Identify the types of support you need to complete your plan.   * Do you need particular books, video, or audio? * Do you need release time to visit other programs or observe other teachers? * Do you need to attend a specific workshop or training? * Do you need to find an expert who can provide you with training? * What costs will be incurred as you complete your plan? |

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| **Plan Evaluation and Methods of Sharing with Learning Community** | Explain what you will do to provide evidence that you have addressed your Essential Question and attained your goals at completion of your plan. Explain how you will share your growth plan experience with your learning community.   * How will you determine whether growth has occurred (yours and your students?) * How will you determine whether you implemented your growth plan effectively? * Did you attain the goals you established? * What documentation will show new knowledge or skill? Changes in instructional practices? * What documentation will show your effort * What documentation will show a contribution to the learning community * What documentation will show improvement in student achievement? * Who might benefit most from your new knowledge and skills? * What forum and format will you use to share your growth plan experience? |
| **Projected Completion Date** | Specify when you anticipate completing your plan. Be as realistic as possible. |
| **Projected Completion Date** |  |
| **Teacher’s Signature** |  |
| **Administrator’s Signature**  **(large schools)**  **Superintendent’s Signature**  **(small schools)** |  |
| **Progress Meetings**  **(Dates and Notes)** | Record dates and notes of meetings held with your administrator to report on progress. |



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