

Flow Chart for Establishing the **Professional Development Plan/School Improvement Plan**



1. Organize the **School Improvement Committee** (perhaps members of Component Six of the SIP).
 - a. Establish quarterly meetings.
 - b. Assign **SIP Committee** to review the **SIP Goals and the Implementation Plan** associated with each goal.
 - c. Brainstorm ideas to meet the established **Benchmarks** of each goal.
 - d. Review the **timeline/calendar** for implementation and edit if necessary.
 - e. Review the **Professional Development and Substitute Teacher Yearly Allocations** spreadsheet.
2. Complete forms required for **Professional Development Plan with attached SIP Goals, Calendar and Budget**, referring to **NCLB High Quality Professional Development Requirements**.
 1. **Sustained and On-Going**
 2. **A Coherent Study**
 3. **Collaborative**
 4. **Classroom Applications**
 5. **Follow-up**
 - **Exposes teachers to content that helps deepen and conceptualize their subject area(s)**
 - **Helps teachers understand “How Students Learn”**
 - **Enables teachers to develop and refine their own teaching strategies.**
3. Some of the items may be general such as: Individual Teacher PD requests (you may set aside a portion of your budget for this item to be detailed later).
4. Submit to Central Office by **September 14th**.
5. Implement **Plan** and monitor progress.
6. Evaluate and document the success of yearly **SIP Plan** in April and submit information to SDE if required.
7. Monitor teacher completion of **Online Professional Development Survey**.
8. Fall of 2nd Year: Review spring test data and edit plan for the 2nd Year in order to successfully complete **Goals** within the established timeframe in the SIP.
9. Fall of 2nd Year: Begin to gather and analyze data to establish **new SIP** for next 2-year cycle.

Yearly Principal-Directed Professional Development Plan Academic Year 2007-2008

August 6 (Teacher Inservice) Professional Development Day #1

August 7 (Teacher Inservice) Professional Development Day #2

January 21 Professional Development Day #3

_____ Activities Scheduled in Addition to Calendar Professional Development Dates

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Other Possible Dates: Administrative Days: August 10, January 7, and February 18

(School Name)

Professional Development Plan
(Attach a copy of SIP Goal Sheets and Budget Sheet)

(School year)

Sip Goal # 1 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Sip Goal # 2 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost:

Sip Goal # 3 _____

Related Professional Development Activities:

Planned Date of Activities:

Associated Cost: