

**Individual Professional Development Plan**  
**Selection of Professional Goals**  
**(Not to be Submitted, Retain in Portfolio)**

Your IPDP must include goals taken from the following area. Please check a minimum of three (3) goals on which you plan to concentrate during the IPDP Plan. You need to resubmit a revised IPDP if your goals change.

**1. Assessment and Evaluation**

- a. To apply technology as an effective assessment tool.
- b. To construct effective evaluation instruments (rubrics) for use in my role.
- c. To expand the number and types of assessment tools utilized in my current role.
- d. To apply assessment data to instruction.
- e. To correctly interpret and apply test scores.
- f. To seek input from parents and students for the purpose of improving instruction, classroom practices, and/or other job-related activities.
- g. To seek input from colleagues and/or other staff members for the purpose of improving job-related practices.

**2. Content and Professional Knowledge**

- a. To apply technology as an effective content tool.
- b. To gain knowledge of other professions.
- c. To acquire further knowledge and skills in a specific content area: \_\_\_\_\_
- d. To increase understanding of age-appropriate and developmental characteristics of students.
- e. To acquire and demonstrate use of educational theory and/or philosophy.

**3. Communication Skills**

- a. To apply technology as an effective communication tool.
- b. To present to various audiences.
- c. To enhance speaking skills.
- d. To enhance writing skills.
- e. To enhance community-school relations.
- f. To enhance/increase communication with specific group: \_\_\_\_\_

**4. Instructional Methodology**

- a. To improve students' specific skills in \_\_\_\_\_
- b. To integrate higher-order thinking skills into daily learning activities.
- c. To facilitate students to teach themselves and others (cooperative learning, etc.).
- d. To have students become more proficient in solving problems by using a variety of tools and knowledge.
- e. To teach effectively across many disciplines.
- f. To develop interdisciplinary unit(s) of instruction which focus on: \_\_\_\_\_
- g. To develop strategies to improve the learning environment for all students.
- h. To implement a variety of teaching methods that result in increased student achievement.

- i. To create a new and relevant unit of study in \_\_\_\_\_.
- j. To initiate and pilot an innovative project: \_\_\_\_\_.

## **5. Interpersonal Skills**

- a. To apply technology as an effective interpersonal tool.
- b. To encourage others to achieve and succeed.
- c. To coordinate and direct the efforts of others.
- d. To facilitate groups to accomplish established goals.
- e. To motivate self and others.
- f. To develop and demonstrate personal leadership skills
- g. To assess and monitor interpersonal skills.

## **6. Organizational and Leadership Skills**

- a. To apply technology as an effective management tool.
- b. To seek out and apply for outside resources (example: grant writing).
- c. To collect data to use in planning and problem solving.
- d. To create conditions and environment for productive performance.
- e. To establish vision that encourages performance of self and others.
- f. To learn planning and organizational skills that improve self and others.
- g. To develop strategies to manage groups of people.
- h. To obtain skills for working with community members, colleagues, support staff, and/or supervisors.
- i. To implement specific strategies/programs to promote positive and improved student behavior.

## **7. Skills to Meet the Special Needs of Students**

- a. To adapt instruction to all skill levels.
- b. To apply technologies as effective intervention tools.
- c. To increase awareness about specific topics relative to the special needs students (i.e. divorce, death, abuse, etc.).
- d. To sensitize all students to the needs of individuals (i.e. respect for differences, etc.).
- e. To understand social, emotional and development needs of students.
- f. To meet the needs of diverse populations.
- g. To develop a program which fosters respect for the diversity of people.
- h. To learn and apply ways of developing positive self concepts in students.
- i. To implement inclusion techniques for special education students.
- j. To understand differences in how students learn and provide instruction to accommodate such diversity.
- k. To understand how students learn and develop, and create opportunities for each student's academic development.
- l. To work cooperatively with a colleague to make appropriate changes for specific students.

## 8. School District and/or Building Specific Goals

- a. To increase proficiency test scores by aligning curriculum, assessment, instructional strategies, and/or use of technology.
- b. To improve public perception of school building/district.
- c. To develop a supportive mentoring program.
- d. To increase volunteers in classroom, building, and/or district.
- e. To develop and enhance classroom, building, and/or district communication tools.
- f. Specific goals related to district's Strategic Plan:

## 9. Community Partnerships

- a. To work with parents/family members, school colleagues, and community members to support student's learning and development.
- b. To become acquainted with community resources in order to utilize them effectively in current role.
- c. To establish a specific community partnership with my building and/or class.
- d. To develop a mentoring program utilizing a specific group of community members.

## 10. Administrative Skills

- a. To apply technology as an effective administrative tool.
- b. To identify and follow-through on a set of goals specific to the needs of my current assignment.
- c. To increase personal communication skills to be used by me with staff members.
- d. To research various management styles and employ the use of one. To determine its effectiveness given my role.
- e. To assess my leadership and administrative strengths and weaknesses based upon input from individuals with whom I come into contact.
- f. To develop an incentive program for use with my staff members:

\_\_\_\_\_ (be specific).

## COMMENTS

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## Professional Development Guidelines

### The Individual Professional Development Plan will:

- ◆ be related to area of state-issued certificate that is up for renewal.
- ◆ be based on the needs of the educator, the students, the school and the agency.
- ◆ address how the selected professional activities enhance self, student, school, and agency and will include supportive documentation.
- ◆ specify knowledge attained, possible replication and dissemination to appropriate colleagues.
- ◆ be applicable to certificate/licensure renewal/conversion only and will be separate and unrelated to the evaluation process required for continued employment.

### Professional Reflection (Not to be Submitted with IPDP – Retain in Portfolio)

PLEASE REFLECT ON THE FOLLOWING QUESTIONS TO HELP FORMULATE YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT.

1. What are your beliefs about the purpose of your role within the educational profession?

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2. What do you consider to be your strengths in your current position?

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3. On what specific area(s) do you plan to focus? Why?

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4. What are your professional long-range goals?

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