**Cobb County School District**

**Professional Development Plan – Classroom Teacher Instructions**

If an employee’s performance or behavior is less than satisfactory, the principal or supervisor should consider placing the employee on a Professional Development Plan to address specific deficiencies. The purpose of the plan is to help the employee achieve satisfactory performance or behavior using a structured approach within a specific timeframe. The supervisor and employee should establish specific objectives for improvement which are supported by various activities over a specified time period. Finally, criteria describing incremental steps towards the goal(s) help measure improvement or lack of progress.

Periodic progress meetings between the employee and supervisor/principal are strongly encouraged weekly.

The template includes all objectives and example related activities as a guide for you in the development of a PDP for an individual. Flexibility has been integrated in the template so that you can add, delete, and modify any item so the resulting PDP is specific to the situation. You will want to remove the items that do not pertain to this individual and often will be entire sections of the objectives.

**I. IDENTIFICATION**

 **Employee Name, SSN, Location, Position / Job Title:** Self-Explanatory.

**Dates employee was hired:**

Important information to put current performance or behavior issues into context.

**Previous written warning:**

Except in rare cases, an employee should receive at least one written warning prior to being placed on a PDP. Such a warning may take the form of a letter of concern, letter of direction, an annual evaluation, or written feedback from a formal classroom observation.

**Tenure:** Teachers are normally tenured if they have accepted their 4th consecutive contract from the same Board of Education (BOE), or have transferred to CCSD from another Georgia district where they were tenured and have since accepted their 2nd consecutive contract from the CCSD.

If you have any questions about an individual’s tenure status, please contact the Professional Standards and Ethics office.

**II. STATUS**

 **Status:**

Represents the information for this version of the document. Choose the

appropriate option from the drop down: Initial PDP, Completed Successful,

Modified/Updated, Extended, Completed Unsuccessful.

Based on the version, complete or update the corresponding begin/modify date,

end date, comments, and date copy sent to Professional Standards and Ethics. For

the date fields, click in the box and select the drop down arrow to display the

calendar; you may also key in the date if desired. If you have no comments, you

can delete this item from the document. In general, you should have comments to

add for any extended or modified PDP.

**Date PDP Begins and Ends:**

Start and end dates should be established and agreed upon by the principal/supervisor andemployee before the PDP takes effect. PDPs should last long enough to allow for remediation. Actual PDP length will vary on a case-by-case basis. A PDP will normally be in effect for 6-8 weeks and in most cases should last at least 4 weeks.

**Signatures:**

After filling out the information in the document, print and have the employee sign and date it. After adding your signature, provide a copy of all pages to the employee as well as the Professional Standards and Ethics department. These steps are to be completed with each version of the PDP.

**III. OBJECTIVES AND ACTIVITIES FOR PERFORMANCE IMPROVEMENT**

The template includes the standard elements and activity examples specific to classroom teachers. For those objectives included in the PDP you are developing, select a corresponding activity (or activities) from the drop down list. To enter a personalized activity, select the blank item in the drop down list or simply begin typing rather than selecting from the drop down.

The template has also been designed to allow you to modify the drop down items as needed after you select it. For those items where a timeline, frequency, or due date is appropriate, add the information to the activity within the document. For example, specify daily or weekly review of lesson plans, completing a particular task on a weekly basis or by a particular time of day, or having a project, document, or product completed and delivered by a specific date.