



# Professional Development Plan

## Principal/School Leader Quick Guide

### WHAT IS A PDP AND HOW CAN IT IMPROVE TEACHING PRACTICES?

Human resources management encompasses selecting quality teachers and staff, supporting and strengthening teachers, inducting and mentoring novice teachers, providing professional growth opportunities, and retaining quality faculty and staff in schools to improve student achievement. To support teachers who need additional assistance to improve their practices and effectiveness in schools, a Professional Development Plan (PDP) can be utilized.

A PDP is a plan mandated by the evaluator targeting identified areas for improvement. The evaluator is responsible for the development of the PDP and may collaborate with the teacher,

administrator, coaches, mentors, or other qualified individuals. The PDP and subsequent expectations and actions should align to the targeted TAPS. The principal or the evaluator, with the approval of the principal, may choose to place a teacher on a PDP at

*This plan is designed to support a teacher in addressing areas of concern through targeted supervision and additional resources. It may be used by an evaluator at any point during the year for a teacher whose professional practice would benefit from additional support.*

any time during the school year if there are major issues with any performance standard including, but not limited to, professionalism, the Georgia Code of Ethics, Needs Development or Ineffective ratings on formative and/or summative assessments, or the Teacher Effectiveness Measure (TEM). A PDP is best applied over a sufficient period of time throughout the year, or over an entire year, providing the teacher adequate time to implement and practice the specific strategies identified in the PDP.

Teachers who receive a TEM of Needs Development or of Ineffective must be placed on a formal PDP that includes specific guidelines and timelines for improvement in the area(s) rated below Proficient. The PDP along with subsequent expectations and actions need to be aligned to the appropriate Teacher Assessment on Performance Standards and must be entered into the electronic TKES PDP form found in the TLE Electronic Platform.

### WHEN TO DEVELOP A PDP:

#### Purpose of the PDP:

- Focus on increasing a teacher's ability to improve performance in a specified area or areas, including low ratings on TAPS standards or TKES components.

#### Use of a PDP:

- Intensive effort toward improvement of teacher practice and effectiveness.
- Targeted improvement strategies to improve professional competency and proficient level on identified TAPS or other TKES components.
- Concerns regarding professionalism, duties and responsibilities, and/or ethical expectations (Georgia Code of Ethics).

#### An Effective PDP includes:

- Specific guidelines and timelines for improvement of teacher practice.
- Mandatory professional learning that supports identified standards and/or components that need improvement.
- Enhancement opportunities to include clear expectations about changes needed in performance to be demonstrated in the classroom and school.
- Guidance and support provided by administrators/evaluators to the teacher throughout the PDP implementation process.
- School district goals, performance standards, student growth targets, timelines, and professional learning related to the components of the Georgia TKES.