March 30, 2017 

To: School/ Center Administrators

RE: Professional Development Plan 2017-2019

Professional Development is at the core of enhanced programs and instruction. Working with your staff and in cooperation with the Office of Schools and Centers to develop goals and expectations for the school year, and developing a plan which will satisfy these expectations, is not only good practice, but required by your accrediting agency. For those of you who have completed your school improvement plan whether for FCC or AdvanceED, development of your plan should align with your School Improvement Plan.

In addition, in order for schools and centers to access Federal Titled funds and services via the public school district (Local Education Agency - LEA), the LEA has the option to require not only a copy of the professional development plan of the school or center, but ascertain if the services and programs (monies) you are requesting fulfill the need described in this plan.

To that end, we are providing a document to utilize as you develop your professional development plan. **Please provide a copy to the OCSC by June 16, 2017.** Completion by this date will give you and your staff time to develop your plan, begin implementation, and provide immediate access by the LEA as needed.

The professional development goals for the OCSC focus on the following:

**Objective I: By May 2019, the OCSC will develop a diocesan dashboard for student information systems and credentials, which will include, but not be limited to: NCEA data fields, standardized testing scores, Master In-Service Points, catechist certification tracking, and other pertinent fields as related the schools in the diocese. Reports will be generated each year.**

**Objective II: By May 2019, the OCSC will revise the textbook adoption process to include text and digital formats.**

**Objective III: By May of 2019 the OCSC will expand opportunities for schools to increase technology access and programs through professional development opportunities that advance core content subjects as described by ESSA Title II.**

**Objective IV: By May 2019 the OCSC will offer opportunities for administrators and staff to identify economically/disadvantaged students and provide instructional strategies for student success.**

As always, the OCSC is here to assist you as necessary. Please feel free to contact us if you have any questions.

Educationally yours,

Chris L. Pastura Mark Majeski Ann Davis

Superintendent Associate Superintendent Associate Superintendent

**2017 – 2019 Professional Development Plan**

# School/Center:

1. Describe the sources of student achievement data (e.g. ITBS, ACRE, academic grades, iReady, internal assessments, etc.) you use to determine your school’s professional development needs in content areas.

1. Explain specifically how you analyzed the student achievement data to determine your school’s content area needs. (For example, did you look at achievement rate by ethnicity, by socio-economic status, by categorization of special needs, or by other subcategories? Use disaggregated data.)

1. Professional Development is based on student data/ student needs. Which specific skills within each content area define your school’s need for enhanced teacher training opportunities?

1. Provide a minimum of three target performance objectives based on student data. These must be SMART goals. Specific, Measurable, Attainable, Relevant and Timely.

Specific – Who, What, Where, Why, Exact

Measurable – What is the way you will track the progress of the goal?

Attainable – Make sure the goals can be reached. What are the constraints, capacities and resources?

Relevant – How will this goal help you? Is the goal related to your mission and vision?

Timely – What is the timeframe? How will the two years be broken down?

Person(s) – Who will be responsible? Remember, everything cannot fall on one person.

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| **Specific Goal** | **Measurable** | **Attainable** | **Relevant** | **Timely** | **Person(s)****Responsible** |
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1. Provide the criteria you will use to evaluate your professional development plan.
2. Budget – Please provide a proposed budget for specified goals. If possible, **Title II funds should be your first source of funding.**

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| **Goal** | **Activity** | **Budgeted Amount** | **Source of Funds (Title/Local/Grant)** |
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**Application for Title II Professional Development**

**NOTE: You will receive approval from your area Associate Superintendent indicating that the request meets your school approved PD Plan. You may not register or secure hotel/travel until approval from LEA (public school district).**

Please see the last page for Title II Funding Request/Approval Form links, which is required to be completed and sent to the OCSC. After approval is given by the OCSC all counties applications will be processed by the OCSC.

1. Please provide your staff schedule of professional development programs for 2017-2019 school year. Be specific to date, time, location, participants and presenter/ provider. This area will be updated yearly, as you evaluate your progress.

**Proposed Professional Development Program of Activities 2017-2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **DESCRIPTION OF PROGRAM/ TRAINING** | **LOCATION** | **PARTICIPANTS** | **PROVIDER** |
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7. Please list the research-based teacher training programs offered by your LEA (Local Education Agency) which will meet your professional development needs. Please indicate if you have registered / will register for these programs. Updated yearly. **PLEASE CONTACT YOUR LEA AS TO OFFERINGS THAT BEGIN IN JULY AND ARE ALSO OFFERED THROUGH THE SCHOOL YEAR.**

1.

2.

3.

Signature of Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of Instructional Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

PD Plan presented to staff on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_