

Policy for District Professional Growth Plan Development
NMAC 6.69.8.11 (G-J)

Recognizing certified employees and administrators each perform different duties and roles in education is important. The empirical research suggests collaboration is critical in the decision-making process regarding professional development and professional growth. Individual and site needs as well as state and federal requirements/mandates should always be taken into account when decisions are being collaboratively made.

A Professional Growth Plan (PGP) is initiated when a licensed school employee is rated minimally effective or ineffective. The administrator should clearly identify the specific concern(s) in writing necessitating the growth plan in order to provide sufficient support and time for the employee to make necessary improvements.

Components for a successful PGP:

The development of the PGP is a collaborative process that ensures success. It is developed to specifically address observed deficiencies that have already been discussed with the employee by the administrator and it provides time to make improvement. The certified employee's success has to be a significant requirement in a mutually agreed upon Growth Plan.

It is the employee's responsibility to implement the PGP and to meet the goals of the plan taking into the account the administrator's assistance.

The well-developed PGP should include the following:

What criteria will be used to determine and/or assess that a PGP has been successfully completed?

- The timeline for activities should be reasonable and attainable.
- The interim review dates and the expected completion dates will be collaboratively developed, agreed upon, and stated on the PGP plan to insure that the employee will have sufficient time/support to correct the competency.
- Activities might include coursework, workshops, conferences, action research, targeted professional development, book studies, peer intervention, and mentoring etc.
- You might select, in collaboration with your administrator, to also develop a timeline for implementing new strategies in your classroom and a plan for collecting evidence as required on the PGP.
- Measurable growth has to be clearly defined and a plan for frequent review implemented.
- Specific areas of concerns/goals to be accomplished.
- Specific support to be provided for the employee.
- Measurable evidence of attainment of goals.
- Minimal 90 day time frame.
- At least five specific follow-up meetings will be scheduled to obtain feedback and to assess the degree of progress. Each meeting will be documented in writing.
- Upon agreement by both parties, a third party intervention will not be denied for arbitrary reasons.
- Other resources.