



Professional Development Plan (PDP) forms available at: <http://dpi.wi.gov/tepd/pdp.html>

BIOGRAPHICAL INFORMATION		
Educator Name Kathleen Maloney	Educator Telephone Area/No. (608) 647-2646	
Educator Address <i>Street, City, State, Zip</i> 391 East First Street, Richland Center, WI 53581	Educator Fax Area/No.	
E-Mail Address Maloneykathleen8@gmail.com	Educator File No.*	
Educator School District Richland School District		
Current Educational Assignment Student	No. of Years in Current Assignment 0	Years of Educational Experience 0
Month/Year PDP Submitted for Goal Approval (Initial Educators Only)	Month/Year Plan Submitted for PDP Verification	

*Educator file numbers may be found on the DPI Educator License lookup at: <http://dpi.wi.gov/tepd/lisearch.html>.

Present Licensure Stage	Licensure Category	Date Current License Expires
<input type="checkbox"/> Initial Educator <input type="checkbox"/> Professional Educator <input type="checkbox"/> Master Educator	<input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Pupil Services	6-30- _____

PROFESSIONAL DEVELOPMENT PLAN

Step I: Preparing to Write the Plan—REFLECTION

Reflect and prepare to write your PDP goal in Step II. While reflection is a required step in the PDP process, recording your reflection below is optional.

My major is Elementary Education. My minor is Early Childhood. With this broad range of abilities to teach children from birth to age eleven, I feel I will be well prepared to in a variety of subjects. I have taken a wide array of classes which expand my knowledge pertinent to teaching children. My experience raising my own children, tutoring, volunteering, and pre-student teaching will also help to prepare me as well. I have learned each child is different and has diverse learning styles. As a teacher, I need to assist my students to strive to do their best, in whatever manner works best for them. My most valuable experience has been pre-student teaching, as I have learned so many things that I will apply in my own classroom. The time I have spent as a parent, volunteer and helping students at school better prepares me for my own classroom. I do still have areas I need to work on such as communicating more clearly and utilizing technology.

Step II: Writing the Plan—COMPONENTS

A. Description of School and Teaching, Administrative, or Pupil Services Situation

The Richland School District is located in rural southwestern Wisconsin. There are approximately 1,300 students enrolled from 4K-12th grade. Students in the Richland School District perform slightly higher than other districts in the state on standardized testing. There are five schools within the district, consisting of three elementary schools, one middle school, and one high school. The district does qualify for free and reduced cost lunches and breakfasts since it is located in a low socioeconomic status area of the state. The Richland School District's mission statement is "Building Futures One Child At A Time". The Board of Education believes that the mission of the people at the Richland School District is to provide educational opportunities that foster high achievement, develop social responsibility and inspire the life long love of learning through the shared involvement of the entire community.

Review Checklist for Description of School Situation

- Did you include a description of your teaching, pupil services, or administrative position?
- Did you include the number of years you have taught, been an administrator, or been in pupil services?
- Did you include whether the school is located in an urban, suburban, or rural setting?
- Did you include the ethnic, special needs, and socioeconomic makeup of the school population?
- Did you include your building goals/mission and/or district goals/mission?

B. Description of Goal to be Addressed

It is recommended that you use this stem: **I will...** (research, study, learn, apply, etc.) **So that...** (describe what you want to see happening differently with student learning).

I will strive to be a stronger public communicator, so my expectations are clearer for my students and those around me.
I desire to learn more about the Smart Board and other technology, and be more comfortable implementing it in my classroom.
I will practice effective classroom management, so I will be able to handle various behavioral issues.
I will learn more about working with children with disabilities, so I will be able to educate all my students regardless of their learning styles and abilities.
I will recognize each of my students as unique individuals, and will help them to instill confidence in themselves for a life time of learning.

Review Checklist for Description of the Goal

- Did you describe how your goal will impact your professional growth?
- Did you describe how your professional growth will have an effect on student learning?

C. Rationale for the Goal: Links to Professional Situation and Wisconsin Educator Standards

Based on your reflection, describe the reason for your goal. Describe how your goal is linked to your educational situation, and write out the Wisconsin Educator Standards (two or more) that you will focus on to meet your goal.

Review Checklist for Rationale for the Goal

- Does the rationale tell how your goal connects to your school, teaching, administrative, or pupil services situation? (*Choose the category that applies to your situation*)
- Did you write out the Wisconsin Educator Standards that you will focus on to meet your goal? (must select two or more)

D. Plan for Assessing and Documenting the Goal

Record the anticipated methods you will use to assess your professional growth and the effect on student learning. It may be helpful to review steps III and IV when writing your assessment plan as they outline what is necessary when documenting your completed plan.

Review Checklist for Plan for Assessing and Documenting Achievement of the Goal

- Did you include in the plan the anticipated methods you will use to assess your professional growth?
- Did you include in the plan the anticipated methods you will use to assess the effect on student learning?

E. Plan to Meet the Goal: Objectives, Activities, Timeline, and Plan for Collaboration

Note: Completion dates will be filled in during Step III as each objective/activity is completed.

OBJECTIVE 1

Activities	Timeline	Collaboration	Date Completed

OBJECTIVE 2

Activities	Timeline	Collaboration	Date Completed

OBJECTIVE 3

Activities	Timeline	Collaboration	Date Completed

OBJECTIVE 4

Activities	Timeline	Collaboration	Date Completed

PROFESSIONAL DEVELOPMENT PLAN (cont'd)

OBJECTIVE 5

Activities	Timeline	Collaboration	Date Completed

Review Checklist for Objectives, Activities, Timeline, and Plan for Collaboration

1. Objectives

- Did you include objectives that directly address the goal?
- Did you include objectives that are observable and verifiable?

2. Description of Activities and Timelines

- Did you align your activities with your goal and objectives?
- Did you extend the activities through multiple years of the licensure cycle?
- Did you state a timeline for completing the activities?

3. Plan for Collaboration

- Did you include collaboration with others in your plan?

Initial educators must submit Step II, A-E, to a PDP Team for Goal Approval.

Step III: Annual Review of the PDP

Annual reviews are done in years two, three, and four and will be submitted as part of your completed plan in the last year of your licensure cycle.

- Return to Step II E and enter completion dates for each activity completed.
- Write a reflection in year two summarizing the progress made towards completing your goal.
- Indicate, in your reflection, how you grew professionally and/or how your professional growth had an effect on student learning.
- Write any revisions to your objectives or activities in the revision area.
- Return to this step annually until your PDP is complete and ready to be submitted for verification.
- **Initial Educators** may complete a 3, 4, or 5 year plan. One annual review is required for a three-year plan, two annual reviews are required for a four-year plan, and three annual reviews are required for a five-year plan. If there is a substantial change to your **GOAL**, you must complete and resubmit section II A-II E to a team for review and approval of the new goal.
- **Professional Educators** must complete a five-year plan with three annual reviews.

Reflection (Year 2)	Revision (if needed)
Date:	Date:

Reflection (Year 3)	Revision (if needed)
Date:	Date:

Reflection (Year 4)	Revision (if needed)
Date:	Date:

Review Checklist for Annual Review

- Did you include in your reflection how you grew professionally and/or how your professional growth had an effect on student learning?
- Did you include any revisions to your objectives or activities?
- Did you fill in completion dates for activities? (refer to Step II E of your plan)

Step IV: Documentation of Completion of the PDP

Your PDP must include 3-5 pieces of evidence that document professional growth and the effect on student learning. Number and label each piece of evidence (i.e., 1. Student test score analysis). You may use a single piece of evidence that focuses solely on professional growth or the effect on student learning as long as your completed plan includes both types of documented evidence. When attaching evidence, please include the number and label entered below.

A. Evidence of Professional Growth and the Impact of Professional Growth on Student Learning

- Number and label each piece of evidence.
- Indicate whether each piece of evidence documents professional growth, the effect on student learning, or both.
- Describe each piece of evidence identifying what is documented and the relationship of the evidence to the goal.

<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
--

Review Checklist for Evidence of Completion of Your Plan

- Did you provide three to five pieces of evidence?
- Did you describe how your evidence documents your professional growth?
- Did you describe how your evidence documents the effect on student learning?

B. Reflection and Summary

- Describe how you grew professionally in the Wisconsin Educator Standards identified in your PDP.
- Describe in detail the effect of your professional growth on student learning.
- Describe how you collaborated with others while working on your PDP.

--

Review Checklist for Summary and Reflection Statement

- Did you describe how you grew professionally in the Wisconsin Educator standards identified in your plan?

PROFESSIONAL DEVELOPMENT PLAN (cont'd)

- Did you describe the effect of your professional growth on student learning?
- Did you describe how you collaborated with others?

C. Submitting the Completed PDP for Plan Verification

Submit your completed PDP including your 3-5 pieces of labeled evidence to a PDP Team no later than January 15 of the final year of the plan. If you are an Initial Educator, include a copy of your signed Goal Approval Signature Form(s).