

# Minnesota Department of Corrections Professional Development Plan – Administrative Staff

## Step 1: Identify Individual Professional Learning (PL) Goals

In the first table, identify and enter in priority order the goals for professional development and growth this year. These can be informed by many sources but must include *at least one goal derived from the annual performance evaluation*. In identifying additional PL goals, consider the Master Academic Plan (MAP) goals as well as individual leadership strengths and challenges. The DOC mission, vision and goals, along with educator performance data, student achievement results, and work with the community are examples of sources of evidence that can inform the plan. To complete this section, explain the rationale and related sources of evidence for the inclusion of each goal.

## Step 2: Determine Specific Professional Learning Activities to Support the Goals

In the second table, describe the specific activities in which the administrator will engage to address each PL goal and include the timeline for each activity. Activities may include, but are not limited to, participation in state, agency or facility-level learning activities, training, university coursework, action research, and work groups (e.g. ACES, EBRI, teacher evaluation, College and Career Readiness). Work groups may include agency, regional, facility and/or state associations and organizations; and virtual learning communities.

## Step 3: Document Mid-year and Summative Evidence of Progress toward Completion of PDP

**Mid-year Evidence of PDP Progress:** At the required mid-year meeting, the administrator and his/her supervisor(s) should discuss the administrator's progress toward completion of the PDP goals and complete the progress report, including any modifications to the PDP agreed upon at that time. The progress report should also include documentation of professional learning activities in which the administrator participated during the first half of the year.

**Summative Evidence of PDP Progress (completed as part of the administrator's annual performance evaluation):** Document the administrator's year-long progress toward completion of the PDP goals in the Summative Review of Progress section of the PDP. Indicate if PDP expectations were met or not met as well as the sources of evidence reviewed. For this summative review, the administrator is required to provide a narrative account detailing PDP goals and their achievement along with documentation of professional learning activities in which s/he participated.

# Administrative Staff Professional Development Plan

<b>Facility</b>	<b>Date</b>
MCF-LL	March 28, 2016
<b>Ed Director Name</b>	<b>Plan Begin/End Dates</b>
██████████	July 1, 2016 to June 30, 2017

## 1: Professional Learning Goals

PL Goal No.	Professional Learning Goals	Rationale/Sources of Evidence
<b>1</b>	Team Goal – To adopt and implement a uniform process to observe and provide feedback to staff in all work areas, in order to promote quality communication and best practices.	To ensure fidelity of informal and formal evaluations, encourage communication and a positive culture recognizing all contributions utilizing best practices.
<b>2</b>	Supervisor/Administrator Combined Goal – Develop deeper understanding of ABE and Career Technical (CT) education theory and instruction for population served by the Lino Lakes site.	My current professional background and experience is in the medical arena of higher education. I will better support my staff and student population by deepening my knowledge in ABE and Career Tech education.
<b>3</b>	Individual Goal – Gain personal understanding and experience operating educational software and online instructional applications currently offered at LL. Specifically, NSDL, Aztec, Ultra Key, Career Scope, KeyTrain and Math 180.	Gaining this understanding will improve credibility when making expectations of my instructors for computer based instruction in the classroom. Further, it will help me better understand each application’s role in the curriculum.

## 2. Professional Learning Activities

PL Goal No.	Professional Learning Activities	Begin/End Dates
<b>1</b>	Team Goal – Training on conducting “walk throughs” and training on formal teacher observation with the tool we will adopt. Further, identify tools for support staff, clerical and CO manager evaluation. Continue to promote having a Leadership themed book as a standing agenda item our monthly education management meetings.	Summer 2016, ABE Summer Institute and ongoing.



<b>3</b>	Individual Goal -			
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Signatures:

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Ed Director

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Supervisor

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Date