

**Effective: January 2002**

## **BEAVERTON SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN**

### **Purpose:**

The Beaverton School District Professional Development Plan shall have as a primary purpose improved student learning by improving professional skills of educators. In addition, this plan has goals of (1) assisting each educator to achieve district, state, and national standards; (2) help each educator keep current with the development and use of best practices; and (3) assist educators to develop ways to enhance learning for a diverse student body.

### **Domains:**

Within the Beaverton School District Professional Development plan educators shall address at least one of the following domains:

- Subject matter or specialty
- Assessment strategies
- Methods and curriculum
- Understanding diversity
- State and national educational priorities
- Use of technology in education

### **Activities:**

Each educator will participate in one or more of the following activities:

- The educator may gain more background in a specific endorsement area.
- The educator may analyze data and establish best practices to increase student learning.
- The educator may participate in workshops/classes to increase skills in teaching strategies and methods.
- The educator may participate in curriculum development activities.
- The educator may participate in workshops/classes to increase understanding of diverse learning, abilities, learning styles, ethnic diversity, economic diversity, and strategies to deal effectively with diverse groups of students.
- The educator may increase knowledge and understanding of state and national goals and priorities for curriculum, development of curriculum and standards of achievement.
- The educator may gain skill and expertise in the use of technology within the curriculum, the operation of new technologies in the classroom, and multi-media in the context of enhancing student learning.
- The educator may write articles and reports that contribute to the effective practice of the profession.
- The educator may mentor a student teacher or a peer within a systematic program.
- The educator may participate on a building site council.

### **Professional Improvement:**

The Beaverton School District Professional Development Plan will assist educators in achieving school, district, and state standards for educators. The plan will assist educators in keeping current with teaching and learning strategies, assessment strategies, and classroom management. The plan will assist educators in their ability to effectively teach and meet the needs of students with varying learning abilities and learning styles, students of diverse ethnic backgrounds, students who are talented and gifted, and students with handicapping conditions.

### **Resources:**

The educator may choose to use one or more of the following resources, as appropriate and available, to implement the plan.

- Administrative support. Educators will conference with their supervising administrator to determine professional goals and needs, and to fit the plan to their individual situation.
- Tuition reimbursement.
- Professional Enhancement Funds.
- Staff development activities provided at the district and school level.
- Staff development and team planning days.
- Professional expertise of team members and other professional colleagues.

**Review/verification of plan:**

The educator will conference with the administrative supervisor at the beginning of the plan. The educator and the supervisor will discuss the professional goals and needs of the educator. They will agree on the proposed professional development activities that address one or more of the domains, and they will agree on the number of professional development units to be assigned to each activity in the plan. They will continue to meet annually throughout the plan to make any adjustments to the plan as appropriate. Based on evidence, the educator will share progress of the plan on an annual basis. The annual signed form will indicate the number of professional development units completed in that year. At the completion of the plan the supervisor and educator will meet, and the supervisor will verify the completion of the plan, based on the presentation of the teacher's evidence.

Each 3-year plan will require 75 professional development units; each 5-year plan will require 125.

## CPD Requirements

**Important!** All teachers have the choice to work on a District CPD plan or an Individual Professional Growth Plan.

### **When do I start on a CPD plan?**

You need to begin work on a CPD plan if you are up for renewal in the year 2002 or beyond.

### **How do I start work on a CPD/Professional Growth plan?**

Fill out pages one and two of the CPD form and obtain a supervisor's signature. This signature denotes that your supervisor has reviewed it and is aware of your plan. Use the boxes provided on the bottom of page two of your Professional Development Plan form to record any revisions in your plan. Use page three of that form to log each CPD activity as it is completed.

- 1) At least one domain of professional competency must be addressed. Many domains can be included in a plan.
- 2) It is your responsibility to maintain documentation for CPD activities.
- 3) Your supervisor must approve your CPD/Professional Growth Plan.
- 4) At the time of your license renewal you must complete the back page of the Professional Development Plan form. It allows you to reflect on the results of your overall CPD activities and comment on their effects on student learning.
- 5) Your CPD or Professional Growth plan must do at least one of the following:
  - Address district, state and national standards;
  - Be current with the development and use of best practices;
  - Provide ways to enhance learning for a diverse student body.
- 6) All CPD/Professional Growth Activities must relate to domains addressed in the District or your individual plan.

## CPD Plan Appeals Process

You can appeal to TSPC if your CPD plan is not verified or if there are exceptional circumstances which justify an extension of time for completion.

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## Domains of Professional Competency

An ideal CPD plan is flexible, covers many areas and focuses activities to improve your effectiveness as an educator. Your CPD plan must address one or more of the following domains of professional competency. Remember, the more domains you address, the more flexible your plan, so don't just spotlight one area.

Subject Matter or Specialty: Improve your content knowledge; add an endorsement or specialty area to your license.

Assessment Strategies: Improve your knowledge and use of student assessment.

Methods and Curriculum: Improve your skills in classroom management, leadership, curriculum development or instructional strategies.

Understanding Diversity: Improve your ability to teach students from diverse backgrounds and needs.

State & National Educational Priority: Improve your understanding and implementation of state/national goals and priorities in education standards and curriculum.

Use of Technology in Education: Enhance student learning by improving your skills in the use of technology.

## Examples of CPD Activities

- College credit coursework
- Professional conferences
- Service on an education board
- Summer Academy
- 21<sup>st</sup> Century training sessions
- Action research
- Work on professional grants
- Publication of education articles or books
- District professional In-Services
- Professional workshops or seminars
- Site Council, curriculum committees
- Student teacher or peer mentoring
- Professional presentations
- District benchmark scoring teams
- District or school based Staff Development

**Note:** All CPD Activities must relate to domains addressed in your plan.

## Licensure Renewal Requirements

Match your license type (your actual license will tell you what kind you have) to the following:

### Three-year Renewal Cycle

**Initial I License:** Meet requirements for renewal of Initial I (up to two times)

**Basic License:** Continuing Professional Development (75 PDUs)

**Initial II License:** Continuing Professional Development (75 PDUs)

**Transitional License:** Meet requirements for Initial License

**Limited License:** Renew through district request. Only for highly specialized assignments for which there is no official license.

### Five-year Renewal Cycle

**Standard License:** Continuing Professional Development (125 PDUs)

**Continuing License:** Continuing Professional Development (125 PDUs)

### Unemployed Educator

Employees who hold Basic, Standard or Continuing Licenses may renew their licenses by exercising one of these three options:

- 1) Accumulate 180 days substitute experience in Oregon Public schools;
- 2) Earn nine quarter hours or six semester hours of preparation in an approved teacher education institution; or
- 3) Earn a combination of experience in Oregon public schools and credit germane to the license.

### Sub Licenses

The CPD requirement will not apply to substitutes.

**Note:**

One quarter hour of preparation equals 20 days of the required experiences.

One semester hour equals 30 days of the required experiences.

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## PROFESSIONAL DEVELOPMENT PLAN (CPD)

*This form is completed at the beginning of a licensure cycle when a Basic, Standard, Initial II or Continuing License is issued or renewed.*

### Standards for Professional Growth Plans

Each CPD plan shall have as a primary purpose improved student learning by improving professional skills of educators. Each plan shall be designed to assist the educator to:

- (1) achieve district, state and national standards;
- (2) keep current with the development and use of best practices; and
- (3) develop ways to enhance learning for a diverse student body.

**Educator:** \_\_\_\_\_ **Supervisor/Advisor:** \_\_\_\_\_

**District/ESD:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Assignment:** \_\_\_\_\_

**License:**       Basic or Initial II                       Standard or Continuing

**CPD Option:**    District/Building Plan                       Individual Plan

### Domains the Plan will address:

- |  |  |
|--|--|
| <input type="checkbox"/> Subject Matter or Specialty | <input type="checkbox"/> Understanding Diversity               |
| <input type="checkbox"/> Assessment Strategies       | <input type="checkbox"/> State & National Education Priorities |
| <input type="checkbox"/> Methods & Curriculum        | <input type="checkbox"/> Use of Technology in Education        |

**Goals/Objectives of the Professional Growth Plan:**

**Proposed activities and experiences to meet your plan:**

**How will the plan help you to enhance student learning?**

**What resources will you use to complete your plan?**

\_\_\_\_\_  
Supervisor/Advisor Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Educator Signature\*\*

\_\_\_\_\_  
Date

*\*This verifies that I have reviewed the proposal and am aware of the activities required.*

*\*\*I testify that the above is true and accurate and verifies completion of my plan.*

### **REVISIONS TO PROFESSIONAL GROWTH PLAN**

|  |  |
|--|--|
| <p><b>How are you revising your plan?</b></p><br><br><br><br><br><br><br><br><br><br><p>_____<br/>Date</p> <p>_____<br/>Supervisor/Advisor</p> | <p><b>How are you revising your plan?</b></p><br><br><br><br><br><br><br><br><br><br><p>_____<br/>Date</p> <p>_____<br/>Supervisor/Advisor</p> |
| <p><b>How are you revising your plan?</b></p><br><br><br><br><br><br><br><br><br><br><p>_____<br/>Date</p> <p>_____<br/>Supervisor/Advisor</p> | <p><b>How are you revising your plan?</b></p><br><br><br><br><br><br><br><br><br><br><p>_____<br/>Date</p> <p>_____<br/>Supervisor/Advisor</p> |

Effective January 2002

**COMPLETION OF PROFESSIONAL GROWTH PLAN**

| <b>List Professional Development Activity</b> | <b>Domain(S)</b> | <b>Number of PDUs</b> |
|---|------------------|-----------------------|
|   |                  |                       |

**DOMAINS:**

- 1 = Subject matter or specialty.
- 2 = Assessment strategies.
- 3 = Methods and curriculum.
- 4 = Understanding diversity.
- 5 = State and national educational priorities.
- 6 = Use of technology in education.

**NOTE:**

One clock hour = one PDU.  
One quarter hour credit = 20 PDUs. One semester hour credit = 30 PDUs.

Minimum of PDUs:  
75 for Basic or Initial II License .  
125 for Standard or Continuing License.

## REFLECTION ON PROFESSIONAL GROWTH PLAN

**Comment briefly on your professional development activities and the effect that you observed on student learning and any adjustments you made or will make to enhance student learning. (Attach additional pages as needed.)**

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Supervisor/Advisor Signature\*                      Date

*\*I have reviewed the results of the CPD plan.*

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Educator Signature\*\*                                      Date

*\*\*I testify that the above is true and accurate and verifies completion of my plan.*