

## *Christ the Teacher Catholic Schools*

### Teacher Annual Professional Learning Plan

(Submitted to Principal by September 30<sup>th</sup> & forwarded to Central Office Admin if on Cycle #1)

<b>Teacher:</b>		<b>School:</b>	
<b>Assignment:</b>		<b>School Year:</b>	

**In Christ the Teacher Catholic Schools we believe that** maximized student learning is at the centre of all we do. Many factors contribute to student learning, but research shows that the most direct factor impacting student learning is effective teaching (Stronge, 2010; Marzano, 2003, 2010; Hattie, 2003; Barber and Mourshed, 2007; Leithwood, 2009).

The Christ the Teacher Professional Learning Plan template is a tool that teachers and administrators can use collaboratively to: discuss professional learning, set goals, visit and re-visit progress towards these goals and celebrate successes. The template guides teachers through the process of setting both a faith and professional goal. The template and process is also intended to guide teachers as they collect *Evidence of Effectiveness* to establish and maintain a professional portfolio.

To promote collaboration among colleagues, teachers rotate through a four-year cycle that allows for professional learning conversations with: peers, school administration, and central office administration. The rotation is as follows: Cycle #1: Central Office Administration; Cycle #2: Peer Collaboration; Cycle #3: School Administration; Cycle #4: Peer Collaboration. Details regarding scheduled sharing conferences and classroom observations (Cycle #1 and #3) are noted on the “**Cycle One and Three: School or Central Office Administration Tracking Sheet**”. Details regarding scheduled sharing conferences (Cycle #2 and #4) are noted on the “**Cycle Two and Four: Peer Collaboration Tracking Sheet**”.

Teachers not on the Christ the Teacher Evaluative Track (which utilizes the condensed *Charlotte Danielson Framework for Teaching*) will complete a Professional Learning Plan.

Teachers are encouraged to complete the *Teacher Annual Professional Learning Plan* electronically.

(Where applicable, goals should follow the **S.M.A.R.T.** process (**S**pecific, **M**easurable, **A**ttainable, **R**esults oriented, and **T**ime bound).

Faith Permeation Goal		
<b>Strategies &amp; Action Steps</b>		<b>Timeline</b>
<b>Supports &amp; Resources</b>		
<b>Evidence of Effectiveness (data/artifacts)</b>		

**Mid-Year Reflection**

**How am I progressing toward attaining my goal?**

**I am proposing the following change(s) to achieve my goal:**

**Year-End Reflection/Indicators of Success**

**How successful have I been in meeting my goal?**

**How has my professional practice improved?**

**How has student learning improved?**

(Where applicable, goals should follow the S.M.A.R.T. process (Specific, Measurable, Attainable, Results oriented, and Time bound).

<b>Professional Goal</b>		
<b>Strategies &amp; Action Steps</b>		<b>Timeline</b>
<b>Supports &amp; Resources</b>		
<b>Evidence of Effectiveness (data/artifacts)</b>		

**Mid-Year Reflection**

**How am I progressing toward attaining my goal?**

**I am proposing the following change(s) to achieve my goal:**

**Year-End Reflection/Indicators of Success**

**How successful have I been in meeting my goal?**

**How has my professional practice improved?**

**How has student learning improved?**

Where applicable, goals should follow the S.M.A.R.T. process (Specific, Measurable, Attainable, Results oriented, and Time bound).

**Cycle One and Three: School or Central Office Administration Tracking Sheet**

<b>Classroom Observation #1: (Pre/Post and Observation dates to be determined with Supervisor)</b>	
Goal Targeted (Faith or Professional)	
Data Collection (to be determined with Supervisor)	
Teacher Signature:	Date:
Administrator Signature:	Date:
<b>Classroom Observation #2: (Pre/Post and Observation dates to be determined with Supervisor)</b>	
Goal Targeted (Faith or Professional)	
Data Collection (to be determined with Supervisor)	
Teacher Signature:	Date:
Administrator Signature:	Date:
<b>Year-End Sharing Conference (by May 31<sup>st</sup>)</b>	
Teacher Comments:	
Administrator Comments:	
Teacher Signature:	Date:
Administrator Signature:	Date:

## Cycle Two and Four: Peer Collaboration Tracking Sheet

### Beginning of the Year Sharing Conference (by October 15<sup>th</sup>)

Teacher Comments:

Peer Comments:

Teacher Signature:

Date:

Peer Signature:

Date:

### Mid-Year Sharing Conference (by February 14<sup>th</sup>)

Teacher Comments:

Peer Comments:

Teacher Signature:

Date:

Peer Signature:

Date:

### Year-End Sharing Conference (by May 31<sup>st</sup>)

Teacher Comments:

Peer Comments:

Teacher Signature:

Date:

Peer Signature:

Date:

