

TIMELINE FOR COMPLETING INDIVIDUAL PROFESSIONAL DEVELOPMENT PLANS

According to the 2008 Florida Statutes, 1012.98 School Community Professional Development Act, each school district shall develop a professional development system. The professional development system requires each school principal to establish and maintain an individual professional development plan (IPDP) for each instructional employee assigned to the school as a seamless component to the school improvement plans developed pursuant to 1001.42 (18).

Administrator Responsibilities

- AUGUST – OCTOBER The IPDP Directions, Timeline, and Form will be available on the Employee Relations and Staff Development Websites.
- Principals will provide an orientation to instructional staff on the IPDP process by the end of October or within two (2) weeks of being hired. The orientation may be provided during a faculty meeting, departmental/grade level meeting, or other venue that best fits the culture of the school.
- The principal or designee will meet with individual instructional personnel to collaboratively establish the IPDP objectives for the current school year. Both the teacher and the principal should retain a signed copy of the IPDP.
- OCTOBER - APRIL The teacher and principal will cooperatively monitor progress of the IPDP goals and objectives with regard to student achievement and professional development throughout the school year. Concerns identified should be discussed along with strategies for improvement.
- APRIL The teacher and principal will sign off on End-of-Year IPDPs and complete Teacher Assessments prior to the deadline date posted by the Human Resources Department.

Teacher Responsibilities

- AUGUST – SEPTEMBER The teacher will analyze available student assessment data at the beginning of the school year and work with the principal to establish projected student achievement outcomes for the IPDP.
- The teacher will work collaboratively with the principal to develop the IPDP, outlining relevant professional development activities for student achievement to meet the objectives.
- SEPTEMBER – APRIL The teacher will work cooperatively with the principal to monitor progress of the IPDP throughout the school year. Concerns will be discussed along with strategies for improvement.
- APRIL The teacher will meet with the principal to explain End-of-Year Results and to sign off on the IPDP and ultimately the Teacher Assessment.

District Responsibilities

- JULY - AUGUST The Employee Relations Department will provide the IPDP Directions and forms (hard copies and electronic access), notification of the IPDP timeline, and reminders of due dates.
- The Employee Relations, Human Resources, and Staff Development Departments will serve as resources to Administrators regarding the IPDP process and DOE Professional Development Protocol Standards information/revisions/updates.
- The Staff Development Department will initiate periodic assessment of the IPDP process using representative committee review and feedback for the purpose of continuous improvement.
- The Employee Relations and Staff Development Departments will provide an orientation to the IPDP process for administrators.