

MENOMINEE INDIAN SCHOOL DISTRICT

537-Rule(1)

PROFESSIONAL STAFF GROWTH PLAN PROCEDURES

1. This policy shall apply to all teachers and administrators with probationary and continuing contracts, and in addition to teachers under CESA contracts or temporary certification.
2. Teachers shall submit an annual teacher professional growth plan to the principal by September 30. The principal may involve other certified school personnel in reviewing the growth plans no later than October 30.

Principals and other Administrative personnel shall submit their professional growth plans to the Superintendent or designee by September 30 for review and discussion by October 30.

Superintendent shall submit his/her professional growth plan to the District Board of Education by September 30 for review and discussion by October 30.

3. If a teacher or administrator fails to submit a professional growth plan by September 30, they will be provided with written notification, by their immediate supervisor, specifying a timeline for submission and indicating the possibility of further action.
4. The annual teacher and administrator professional growth plan shall:
 - a. reflect the teachers and administrators assessment of their own learning needs;
 - b. show a demonstrable relationship to the teaching quality standard;
 - c. take into consideration the instructional plans of the school, board and government;
 - d. identify the goals to be achieved;
 - e. identify the types of activities in which to be engaged, and

- f. specify the timelines for the completion of the proposed activities.
5. An annual professional growth plan may be developed as a component of a long-term multi-year plan
6. An annual teacher and administrator professional growth plan may consist of, but is not limited to:
 - a. Attending a series of professional development activities that enhance understanding of the various educational disciplines and the instructional methods that are most effective in those disciplines;
 - b. Engaging in program of professional reading to enhance knowledge of the discipline taught or the methods that are proven to be scientifically researched in those disciplines;
 - c. Engaging in specified volunteer activities in the school community to create and enhance partnerships among school personnel, students, parents, and community members;
 - d. Becoming well versed in a particular technology that will enhance abilities to meet the learning needs of students and staff;
 - e. Engaging in the development of curriculum, projects, publications that will enhance the learning needs of students and staff;
 - f. Engaging in a program to share a specific form of expertise with other staff so that the effectiveness of the learning expertise for all students within the school or jurisdiction is enhanced;
 - g. Engaging in a program of student assessment to gain a better understanding of assessment strategies;
 - h. Working in collaboration with teaching and administrative staff to improve student achievement within the schools and district;

- i. A planned program of supervising and mentoring a new teacher;
 - j. Other professional growth activities, meeting district/school goals and objectives, that are approved by his/her immediate supervisor;
7. Teachers will review their success in meeting the goals of their professional growth with the principal or review committee by June 1.

Principals will review their success in meeting the goals of their professional growth plan with the Superintendent by June 1.

The Superintendent will review his/her success in meeting the goals of their professional growth plan with the Board of Education by June 1.

8. Each Principal will provide a school summary report to the Superintendent and Board of Education respecting the successful completion of his/her building professional growth plans by June 15.
9. Unless a teacher or administrator agrees, the content of an annual professional growth plan will not be part of the District Evaluation Policy.

An immediate supervisor may, however, identify behaviors or practices that may require an evaluation separate from the contents of the annual teacher or administrator professional growth plan.

APPROVED: October 20, 2003