The School District of Philadelphia

440 N. Broad Street

Philadelphia, PA 19130

Philadelphia Federation of Teachers

1816 Chestnut Street

Philadelphia, PA 19103

**Professional Growth System**

**Administrator’s Professional Development Plan (PDP) Checklist**

**Teacher’s Self-Assessment Checklist**

|  |  |
| --- | --- |
| Name:       | Date:       |
| School:       | Principal:       |
| PGS Year:       |

*The Administrator will use this checklist during the initial PDP conference, which shall occur no later than October 20th of each year. The teacher will use the checklist as a guide in developing the teacher’s PDP. At least one box should be checked in each category.*

**Category: Areas of Strength**

|  |  |
| --- | --- |
| [ ]  | Employee identified past successes with student achievement |
| [ ]  | Employee identified the areas of professional development that have been most successful. |

**Category: Area(s) for targeted growth**

|  |  |
| --- | --- |
| [ ]  | Employee identified areas for growth that are in alignment with School Improvement Plan |
| [ ]  | Employee identified the subject, content and/or focus of their plan that is in alignment with School Improvement Plan |

**Category: Rationale for selecting topic**

|  |  |
| --- | --- |
| [ ]  | Employee provided a reason for choosing this area of focus |
| [ ]  | Employee described the problem or issue that they would like to resolve |

**Category: Professional goal**

|  |  |
| --- | --- |
| [ ]  | Employee identified what they want to know or be able to do at the completion of the plan |
| [ ]  | Employee described how he/she will be more effective educator at the completion of the plan |
| [ ]  | Employee identified an essential question |

**Category: Action Plan to Accomplish Goal(s)**

|  |  |
| --- | --- |
| [ ]  | Employee identified steps for completing the plan |
| [ ]  | Employee identified the resources they will utilize |

**Category: Resources Needed**

|  |  |
| --- | --- |
| [ ]  | Employee identified resources necessary for completion of the plan |

**Notes:**