

SD 53 Professional Development Plan

Appendix 6

Name: _____

Teaching Assignment: _____

See guidelines for recommended Professional Development activities for Personal Plan days or Alternate Plan activities on the back of this page or speak to your school Pro D rep. If you are NOT ATTENDING the District Hosted Day in August or the Zone Day in February, you MUST have this form filled out and approved by the last Tuesday in August (School Plan Day) and February 1st respectively. These days are NOT to be used for planning. If not attending the sessions offered on those days, you MUST have a clear plan for Pro D written on this form and have had your school Pro D Committee (Pro D Rep and Admin) acknowledge it. Personal Pro D hours MUST be completed by February 28th. They CANNOT be made up during March break. To ensure you are properly paid for the second week of March Break, submit this completed form to your Pro-D rep.

Type of Day	Planned Activity (details, location, who you worked with) *Due to your PD rep by Sept. 30th	Completed Activity (fill in YES or detail the actual activity or hours completed) *Due to your PD rep by Feb. 28th
District/Summer Day Date: _____	*if not attending SD53 hosted sessions, this box must be filled out and approved on or before the School Plan Day.	
School Plan Day (not Pro-D) Date: _____		
Provincial/PSA Day Date: October ____		
Zone Day Date: February ____	*if not attending Zone day sessions, this box must be filled out and approved by February 1st.	
Personal Plan Day 1 5 hours to be completed by Feb 28th		Please list all dates/activities used to complete the 5 required hours.
Personal Plan Day 2 5 hours to be completed by Feb 28th		Please list all dates/activities used to complete the 5 required hours.

Teacher Signature: _____

Pro-D Rep Signature: _____

Professional Development Plans

- completed forms must be submitted to school pro-d reps (Due Sept. 30 and Feb. 28)
- if you are **not attending** the SD 53 hosted sessions on our District Day in August, that box **MUST** be filled out and approved by your school Pro D Committee **on or before your School Plan Day**
- if you are **not attending** the Zone Day conference hosted in Kelowna in February, that box **MUST** be filled out and approved by your school Pro D Committee **by February 1st**
- these will be logged by school-based committees
- must adhere to District Professional Development Committee Policies and Procedures (see below)
- if not attending the District Hosted Sessions on the last Wednesday of August, that box on Appendix 6 must be filled out with a clear plan of what you will be doing for Pro D that day and be handed in to and approved by your school Pro D committee by School Plan Day
- if not attending the Zone Day hosted in Kelowna in February, that box on Appendix 6 must be filled out with a clear plan of what you will be doing for Pro D that day and handed in to and approved by your school Pro D committee by February 1st.

Personal Plan Day FAQs

- evenings and weekends can be used for Personal Plan Days
- one day equals 5 hours
- no teacher can work alone without school pro-d committee approval
- if you choose to attend the October provincial day or our Zone day in February and the conference extends to the Saturday, that could be used as one of your Personal Plan Days
- you cannot double dip by attending a pro-d activity on a school day and using it for a Personal Plan Day
- you can use your personal pro-d account funds for activities
- Personal Pro-D Days are NOT optional and must be completed by February 28th. They cannot be made up during March break.

L. Guidelines for Professional Development Activities

L.3 Such activities may include: program development, staff development, school plan development and individual in-service. Teachers are encouraged to include Professional Development in their Professional Growth Plans. It does include, but is not limited to, participation in such activities as:

- self-initiated visits to other classrooms or schools;
- conferences and workshops held outside School District #53
- school based or districtwide workshops organized within the district;
- credit or noncredit courses in the field of education and/or administration
- investigation of teaching strategies and technologies intended to enhance student learning;
- involvement in a PSA;
- development of units of study or themes, planning and development of curriculum packages, including resources and assessment tools (especially to support IRP implementation) but which surpasses regular planning and preparation activities;
- coaching and mentorship programs;
- study and discussion of research and literature directly related to teaching and learning (plan/application to include participants and dates);
- activities intended to strengthen school culture;
- job shadowing with the intention of strengthening teaching skills in a specialty area;
- conducting educational research;
- professional materials that are intended to improve teaching, enhancement of curricular knowledge, development of instructional skills and broadening exposure to: changes in education; pedagogical theories; and methods and strategies of teaching. This can include hardware (excluding computers and cell phones).
- or any other approved activity which promotes professional growth.