

## **DEVELOPMENTAL SUPERVISION PROCEDURES**

The Developmental Component poses these key questions to every teacher:

- What professional growth do you want to achieve?
- What professional activities are you going to engage in to achieve this goal?

The vehicle for attaining the objectives of the developmental component is the use of a Professional Growth Plan. All teachers, with the exception of those in their first year in Western School Division, are required to utilize a Professional Growth Plan in identifying specific personal professional goals for the current year. The focus of this track is self-determined professional growth aimed at improving teaching and learning.

### **PROFESSIONAL GROWTH PLAN CYCLE**

#### **A. DEVELOPMENT OF THE GROWTH PLAN**

1. Upon completion of the writing of the Growth Plan, each teacher will share it with his/her respective administrator by October 31. A copy is left with the administrator for the duration of the plan and returned to the teacher at the conclusion.
2. The Growth Plan is signed by both the writer and the administrator to indicate that it has been shared.

#### **B. IMPLEMENTATION OF THE GROWTH PLAN**

The Growth Plan is implemented as outlined. Teachers are asked to share any major modifications that they make as they progress through the year.

#### **C. REVIEW**

The teacher and administrator will meet to review and reflect upon the Growth Plan. At this time, the administrative copy is returned to the teacher. The teacher may choose to place a copy of part or all of his/her Growth Plan in the divisional evaluation file but is not required to do so.

**WESTERN SCHOOL DIVISION**  
**PROFESSIONAL GROWTH PLAN**

This form is to be completed by the teacher. The teacher will keep the original and a copy is to be given to the principal.

At the end of the year, the copy is to be returned to the teacher, or, at the teacher's request, placed in the divisional evaluation file.

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TEACHER: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
ASSIGNMENT: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

**CREATING A GROWTH PLAN** -- questions for reflection

**GOAL** -- Where am I? Where do I want to be?  
Does the goal benefit the students?

A goal is an expression of specific direction and purpose that is measurable and/or observable.

**STRATEGIES** -- How will I get there?

Strategies are statements of action, which outline what must be done to achieve the goal.

**INDICATORS** -- How will I know I have achieved my goals?

Indicators are behaviours, events or activities, which demonstrate that the goals have been or are being accomplished.