**APPENDIX E**

**CARTER COUNTY INSTRUCTIONAL SPECIALIST**

**REFLECTIVE PRACTICE & PROFESSIONAL GROWTH PLANNING TEMPLATE**



|  |  |
| --- | --- |
| **Teacher** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |

**Part A: Initial Reflection – Establishing Priority Growth Needs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Component:** | **Rating:** | | | | **Evidence** |
| *1A -* Demonstrating knowledge of current trends in specialty area and professional development | I | D | A | E |  |
| *1B -* Demonstrating knowledge of the school’s program and levels of teacher skill in delivering that program | I | D | A | E |  |
| *1C -* Establishing goals for the instructional support program appropriate to the setting and the teachers served | I | D | A | E |  |
| *1D -* Demonstrating knowledge of resources both within and beyond the school and district | I | D | A | E |  |
| *1E -* Planning the instructional support program integrated with the overall school program | I | D | A | E |  |
| *1F -* Developing a plan to evaluate the instructional support program | I | D | A | E |  |
| *2A -* Creating an environment of trust and respect | I | D | A | E |  |
| *2B -* Establishing a culture for ongoing instructional improvement | I | D | A | E |  |
| *2C -* Establishing clear procedures for teachers to gain access to the instructional support | I | D | A | E |  |

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| **Component:** | **Rating:** | | | | **Evidence** |
| *2D -* Establishing and maintaining norms of behavior for professional interactions | I | D | A | E |  |
| *2E -* Organizing physical space for workshops or training | I | D | A | E |  |
| *3A -* Collaborating with teachers in the design of instructional units and lessons | I | D | A | E |  |
| *3B -*Engaging teachers in learning new instructional skills | I | D | A | E |  |
| *3C - Sharing expertise with staff* | I | D | A | E |  |
| *3D -* Locating resources for teachers to support instructional improvement | I | D | A | E |  |
| *3E -* Demonstrating flexibility and responsiveness | I | D | A | E |  |
| *4A -* Reflecting on practice | I | D | A | E |  |
| *4B -* Preparing and submitting budgets and reports | I | D | A | E |  |
| *4C -* Coordinating work with other instructional specialists | I | D | A | E |  |
| *4D -* Participating in a professional community | I | D | A | E |  |
| *2D -* Establishing and maintaining norms of behavior for professional interactions | I | D | A | E |  |
| *4F* - Showing professionalism | I | D | A | E |  |

**Identify area/areas of focus for the PGP**

**Part B: Connecting Priority Growth Needs to Professional Growth Planning**

**Professional Growth Goal:**

 What do I want to change about my instruction that will effectively impact student learning?

 What is my personal learning necessary to make that change?

 What are the measures of success?

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| --- | --- | --- | --- | --- |
| **Action Plan** | | | | |
| **Professional Learning** | **Resources/Support** | **Documentation** | **Evidence of**  **Growth** | **Targeted**  **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Part C: On-going Reflection – Progress toward Professional Growth Goal – To be completed during at least one post conference session.**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Status of Professional Growth Goal:** | **Revisions/Modifications:** |
|  |  |  |
|  |  |  |

**Part D: Summative Reflection- Level of Attainment for Professional Growth Goal - To be completed at the end of each year.**

|  |  |
| --- | --- |
| **Date:** | **End of Year Reflection:** |
|  |  |

**Next Steps:**

|  |  |
| --- | --- |
| **Therapeutic Specialist Signature:** | **Date:** |
| **Administrator Signature:** | **Date:** |