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Individualized Growth and Development Plans

On behalf of Saint Paul Federation of Teachers and Saint Paul Public Schools, we believe in ongoing reflective practice to positively impact student achievement.

The Individualized Growth and Development Plan is for tenured and probationary educators to choose a domain and element to focus on to impact student achievement while strengthening and growing in their professional practice. "An evidence-based Individual Growth and Development Plan is an organized way for [an educator] to set and pursue professional growth goals and plan connected learning activities as part of the three-year professional review cycle. The plan connects individual professional learning to the cycle." (MDE, 8/2013)

Prior to completing your Individualized Growth and Development Plan, self-assess using the standards development tool for your discipline (e.g., Standards of Effective Teaching). Forms for other positions are available here. Use any of the following to identify an area for growth:

- Your self-assessment
- Feedback from coaches, peers, administration
- Student engagement surveys
- Student achievement data

Educators (tenured and probationary) will complete their Individualized Growth and Development Plan in PDEExpress based on the timeframe determined by the administrative team at the school. Goals will be submitted to the school administration team (principal, assistant principal, administrative interns) to review and returned as "Not Approved" with comments. This will keep the form active for mid-year reflections. Mid-year reflections in January or February will be submitted for review and returned as "Not Approved" with comments. Again, this will keep the form active. Lastly, end of year reflections will occur in May or June. A complete reflection will be returned as "Approved". Approval means that the goal was set and two reflections occurred. Dates for mid-year and end of the year reflections will be determined by the school administrative team and communicated to staff by the end of the September.

Can I decide the focus of my Individualized Growth and Development Plan?

Yes. You may want to consult with a person who regularly observes your work to assist with narrowing your focus for your goal. Plans will be routed to school administration (principal, assistant principals and administrative interns) for final approval.

Can my principal direct me to focus on something specific for my

MINNESOTA STATUTE 122A.41

Cities of the First Class - Subdivision 5, Paragraph b

"(2) must establish a three-year professional review cycle for each teacher that included an individual growth and development plan, a peer review process, the opportunity to participate in a professional learning community under paragraph (a), and at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator;"

INDIVIDUALIZED GROWTH AND DEVELOPMENT PLAN

The educator will complete their goal in PDEExpress based on the timeframe determined by the administrative team at the school. A mid-year reflection will occur in January or February and an end of the year reflection will occur in May or June (specific dates are determined by the school). Goals and reflections will be submitted to the school administration team (principal, assistant principals, administrative interns) for review.

Video tutorial on how to complete plans in PDEExpress along with a reference sheet.

1. Log into PDEExpress.
2. Create a plan using form Individualized Growth and Development Plan 2015-16
3. Save reflection and submit for review once all components are answers.

PDF of Individualized Growth and Development Plan.

EXAMPLES

Purposeful Talk

Questioning and Discussion

Student Interests, Abilities, & Experiences

Individualized Growth and Development Plan?

No. Individualized Growth and Development Plans are a way for you to pursue professional growth goals and to plan connected learning activities. It is highly suggested that educators take into consideration feedback from multiple sources (self-assessment, student engagement surveys, student achievement data, and feedback from coaches, peers and administrators) as they develop their plans. Plans will be routed to school administration (principal, assistant principals, and administrative interns) for final approval. Administrators may choose to confer with you regarding your plan.

[Communication with Families - Secondary](#)

[Elementary Science - Academic Language](#)

[Nurse - Hearing Management](#)

[Counselor - Bullying Prevention Strategies and Education](#)

Will I have TD&E time to work on this plan?

Administration will provide 4 hours of time for TD&E activities per year to release educators for self-directed TD&E work such as, modifying job embedded time, providing release time during required after-school meetings or using time devoted to school professional development on non-student contact days. TD&E work such as reflections will occur at varying points for each educator over the course of the school year. The TD&E Oversight Committee has put together a [projected timeline](#) in which leadership at individual schools will determine specific deadlines. This includes a suggested timeline for initializing the plan, mid-year reflection, and end-of-the-year reflection. Schools are expected to share with educators the specific timeline for their school by the end of September.

What will happen if I don't complete an Individualized Growth & Development Plan?

The plan is a requirement mandated by the State of Minnesota (see right sidebar). In the TD&E system, jointly developed by SPPS and SPFT, Individualized Growth and Development Plans will be communicated yearly. This includes a mid-year reflection and end-of-the-year reflection. All components come together for the summative evaluation. Noncompliance may result in an insubordination report.

What if I fail my plan? Can I fail my plan? What happens if I don't achieve my goals?

This is not pass or fail; it is a process of growth and ongoing development. The plan may be used as a continual growth tool.

Can my Individualized Growth and Development Plan lead to an improvement plan?

A career in education is multifaceted. Many components come together to determine educator effectiveness. Not making your goal will not lead to an improvement plan. However, it is recognized by Minnesota Law that administrators are able to enter classrooms at any time and conduct an evaluation on all or part of the Standards of Effective Teaching. The TD&E Oversight Committee recognizes that administrators can observe teachers and give meaningful feedback on a regular basis during any part of the three-year cycle (e.g., feedback through classroom walkthroughs). If a teacher is found to be performing below standard at any point, they may be placed on an improvement plan as outlined in the teacher collective bargaining agreement (Article 18, Section 1, Subd. 3).

Can I attach anything to my plan?

Individualized Growth and Development Plan responses are completed through PDEExpress and routed to building administration (principal, assistant principals and administrative interns) assigned to your school. Text can be pasted into the plan from other documents. Information can be attached to the specific plan by an upload document feature.

What if I move schools, does my plan follow me?

Since the plan is written on PDEExpress, your plan will follow you to whatever school you are assigned. Your home school (the school on your paycheck) is

where your plan will be routed to the administration team (principal, assistant principals, and administrative interns). The administration team will have access to past and present Individualized Growth and Development Plans.

How does this plan work if I'm in multiple classrooms? Multiple buildings? Do I pick a specific group of students or all of my students to focus my goal?

Staff can decide and design their Individualized Growth and Development Plan based on their specific learning goals. This endeavor is designed to promote self-directed learning. Your home school (the school on your paycheck) is where your plan will be routed to the administration team (principal, assistant principals and administrative interns).

Who will be looking at this plan? Will I get feedback? How frequently will my plan be reviewed?

Your assigned administrator (principal, assistant principals, and administrative interns) will review your plan within two weeks of submission into PDEExpress. Administrators will have the opportunity to write comments in your plan. A face-to-face conference may occur with administration to discuss your Individualized Growth and Development Plan. You will review your plan at least twice after your initial plan development for a mid-year and end-of-year reflection.

Can I change or revise my plan? If so, when?

The PDEExpress file is accessible at any point similar to your PD course transcript. Specific reflections are planned midway through the year and at the end of the year. Make sure to save the plan for changes to be documented.

What if I finish my plan? Do I need to start a new one?

Ideally your goal should be an ongoing one for the school year. However, you may want to readjust your specific and multiple strategies for reaching that goal throughout the school year. Goals may be carried over to the next school year. At the onset of each school year, staff will report their Individualized Growth and Development Plan in PDEExpress in a file for that school year.

Can I collaborate on this plan and work with a colleague?

Yes, you can collaborate with with others if you feel that will contribute to your professional success. All plans need to be submitted individually. You can share this plan with whomever you would like for feedback and ideas.

Can I do more than one plan in a year?

Educators may have more than one goal, but should only write one plan for each school year.

Can I carry my plan over to a second year? Can I have the same plan every year?

Some plans might be ongoing throughout an entire career. However, you will determine when you want to move to another goal based on your self-assessment, student engagement surveys, student achievement data, and feedback from peers, coaches, and administration. At the onset of each school year, staff will report their Individualized Growth and Development Plan in PDEExpress for that school year..

Where is this plan going? Just to my supervisor? To my peer reviewer?

The Individualized Growth and Development Plan is viewable by the staff member and the administration team (principal, assistant principals, and administrative interns). Human Resources may view the plan if an employee has multiple areas of Below Standard performance that trigger an improvement plan. Staff members may share their plan with those they feel would aid in their growth toward their

goal.

What if I'm a nurse, social worker, or hold a position other than a traditional classroom teacher? How is the process the same or different?

Most staff members under the teacher bargaining agreement will follow the same expectations for creating an Individualized Growth and Development Plan. There are specific evaluation tools for the various positions under the bargaining agreement that will be utilized (standards evaluation tool). Staff in the following employee groups OT/PT, Adult Basic Ed, ECFE, and Community Experts are currently excluded from this process by state law.

What if my position (e.g., coach) supports adult educators more than direct contact with students?

Individualized Growth and Development Plans are about your professional growth and about steps, approaches, and/or strategies that you will undertake. You can determine if the audience is students or adults.

Are the Individualized Growth and Development Plans and process subject to review?

Yes, the role of the TD&E Oversight Committee is to review feedback from all stakeholders. Modifications to components of the jointly developed TD&E plan will occur through the Oversight Committee. The TD&E Oversight Committee meets on a monthly basis throughout the school year. Feedback about TD&E can be submitted [here](#).

NON-DISCRIMINATION NOTICE CAREERS CONTACT US

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