

Educator Plan Form



Educator—Name/Title: _____

Primary Evaluator—Name/Title: _____

Supervising Evaluator, if any—Name/Title/Role in evaluation: _____

School(s): _____

Educator Plan: Self-Directed Growth Plan Directed Growth Plan
 Developing Educator Plan Improvement Plan (Additional detail may be attached if needed)

Plan Duration: 2-Year One-Year Less than a year _____

Start Date: _____ End Date: _____

Goal Setting Form with final goals is attached to the Educator Plan.

Some activities may apply to the pursuit of multiple goals or types of goals (student learning or professional practice). Attach additional pages as necessary.

This Educator Plan is “designed to provide educators with feedback for improvement, professional growth, and leadership,” is “aligned to statewide Standards and Indicators in 603 CMR 35.00 and local Performance Standards,” and “is consistent with district and school goals.” (see 603 CMR 35.06 (3)(d) and 603 CMR 35.06(3)(f).)

Signature of Evaluator _____ Date _____

Signature of Evaluator _____ Date _____

* As the evaluator retains final authority over goals to be included in an educator’s plan (see 603 CMR 35.06(3)(c)), the signature of the educator indicates that he or she has received the Goal Setting Form with the “Final Goal” box checked, indicating the evaluator’s approval of the goals. The educator’s signature does not necessarily denote agreement with the goals. Regardless of agreement with the final goals, signature indicates recognition that “It is the educator’s responsibility to attain the goals in the plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan.” (see 603 CMR 35.06(4))

Educator Plan Form



Educator—Name/Title: _____

Student Learning Goal(s): Planned Activities <i>Describe actions the educator will take to attain the student learning goal(s). Activities may apply to individual and/or team. Attach additional pages as needed.</i>			
Action	Supports/Resources from School/District¹	Timeline or Frequency	Eligible for PDPs² • Number • Content/Pedagogy/Other
Empty cell for Action	Empty cell for Supports/Resources	Empty cell for Timeline or Frequency	Empty cell for Eligible for PDPs

Professional Practice Goal(s): Planned Activities

*Describe actions the educator will take to attain the professional practice goal(s).
Activities may apply to individual and/or team. Attach additional pages as needed.*

Action	Supports/Resources from School/District¹	Timeline or Frequency	Eligible for PDPs² <ul style="list-style-type: none">• Number• Content/Pedagogy/Other

¹ Must identify means for educator to receive feedback for improvement per 603 CMR 35.06(3)(d)

² Intended for planning purposes and recommended for educators seeking professional license renewal per 603 CMR 44. The Evaluator's signature does not represent initial approval or final endorsement for the Individual Professional Development Plan.

Addendum: Aligning Educator Plans and Individual Professional Development Plans

This addendum is intended as a resource to guide conversations between educators and evaluators when completing Educator Plans and during regular discussions about educator performance and engagement in professional development. It is also intended to support alignment between Educator Plans and Individual Professional Development Plans (IPDPs), as allowed under 603 CMR 44.04 (1)(c), the supervisor and educator may determine that the same individual professional development plan will be used to satisfy both 603 CMR 44.00 (educator license renewal) and 603 CMR 35.00 (educator evaluation).

Educator Name: _____ **Educator License Number:** _____

License Renewal/Expiration Date: _____

For licenses renewed on or after July 1, 2016: An educator is required to complete 150 PDPs to renew a primary license. Of the 150 PDPs, at least 60 PDPs must be in the content area of the license and 30 PDPs must be in the content area or pedagogy related to the license. Additionally, of the 150 PDPs, at least 15 PDPs must be related to SEI or English as a Second Language and at least 15 PDPs must be related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles. An educator must also complete 30 PDPs in the content area of any additional license to be renewed (603 CMR 44.06).

Tracking PDP Progress:

1. Is the educator on track to complete 150 PDPs by expected license renewal date? Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

2. Is the educator on track to complete 60 PDPs in the content area of the primary license? Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

3. Is the educator on track to complete 30 PDPs in the content area or pedagogy of the primary license? Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

4. Is the educator on track to complete at least 15 PDPs related to SEI or English as a Second Language¹? Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

5. Is the educator on track to complete at least 15 PDPs related to training in strategies for effective schooling for students with disabilities and instruction of students with diverse learning styles?² Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

6. Is the educator on track to complete content area PDPs required for additional licenses? Yes No

If no, what action steps will be taken to support the educator in getting on track?

- Will update Educator Plan with targeted PD activities, including _____
- Will conduct follow-up meeting(s) to reassess progress on (date) _____
- Other: _____

¹ Educators who have earned the SEI endorsement through ESE have most likely met this requirement. All educators must complete 15 PDPs related to English as a Second Language (603 CMR 44.06 (1)(a)), however, not all educators are required to receive the SEI endorsement. More information about who is required to receive the SEI endorsement is available at <http://www.doe.mass.edu/retell/2012-1207SEIendorse.html>.

² Educators whose primary licenses are in the content area referenced in questions 4 and 5 (for example English as a Second Language, Moderate Disabilities, Academically Advanced) can use these 15 PDPs to earn additional content, content-based pedagogy or pedagogy PDPs.