

## **Individual Professional Development Plan (IPDP) Guidance**

*All teachers will develop and maintain an individual professional development plan that identifies areas for targeted growth and learning. Completion of the learning opportunities within the plan will be considered a matter of professional responsibility.*  
(CBA, page 109; EES Manual, page 7)

**An Individual Professional Development Plan may include the following elements:**

**Individual Goal:**

Describe the desired change (i.e. skills gained, knowledge acquired, or change in behavior)

**Relevance or Rationale:**

Describe how the desired change will lead to improvement in professional practice and ultimately how it will impact student achievement.

**Needs Assessment:**

Describe how this goal was determined.

**Proposed Learning Activities:**

Note how the change will happen. (i.e. attendance at workshops or conferences, leadership development roles, self-development such as reading, reflective logs, or participating in committee work, such as School Community Council or WASC accreditation).

**Timeline:**

Describe when activities will be completed and how progress will be monitored.

**Link to Standards:**

When applicable, align to professional standards being addressed:

- InTASC or Hawaii Teacher Performance Standards
- Framework for Teaching
- Learning Forward: Standards for Professional Learning

**Evidence:**

Describe the evidence that you will use to keep track of your progress as well as successful completion of the professional development plan.

**Reflection:**

To what extent were professional learning goals met, what impact has that had on student achievement, what next steps can be taken.