Professional Growth Plan - Educator

Teachers, counselors, license support professional, assistant principals and principals will need to complete a Professional Growth Plan, unless on an improvement plan at the beginning of the year due to a previous evaluation rating of ineffective. The process to complete the plan is the same for all educators. Only the person who creates a goal can edit the goal.

- Educators with a previous rating of Accomplished will create a self-directed Professional Growth Plan.
- Educators with a previous rating of Skilled will create a Professional Growth Plan jointly with their evaluator.
- Educators with a previous rating of Developing will create a Professional Growth Plan guided by their evaluator.
- Educators without a previous rating will create a Professional Growth Plan collaboratively with their evaluator.
- Principals and assistant principals will create a Professional Growth Plan collaboratively with their evaluator.

Step 1: Login at www.ohioes.com and click on the evaluation hyperlink from the *Dashboard* page.

Step 2: Click *Professional Growth Plan* from the navigation selections.
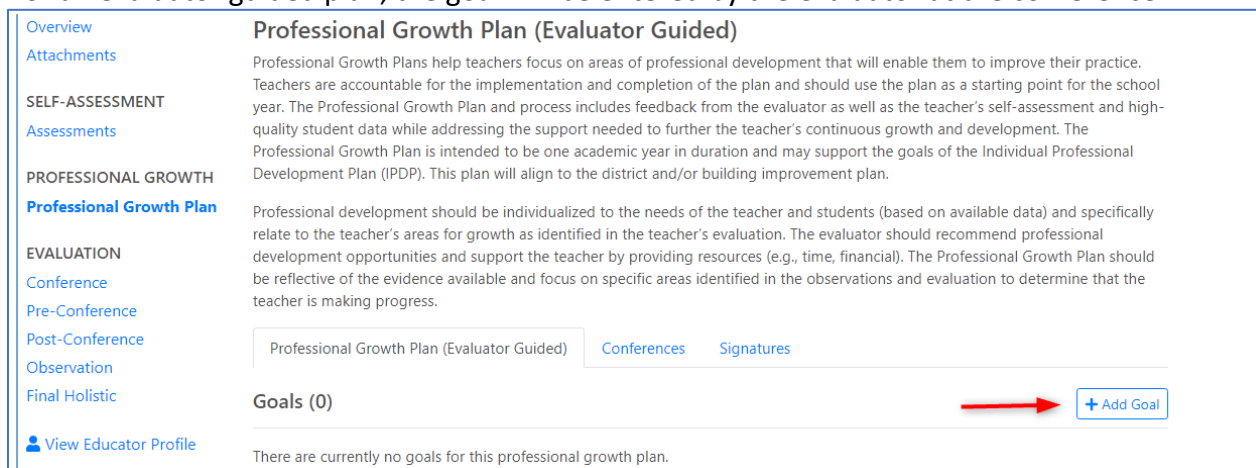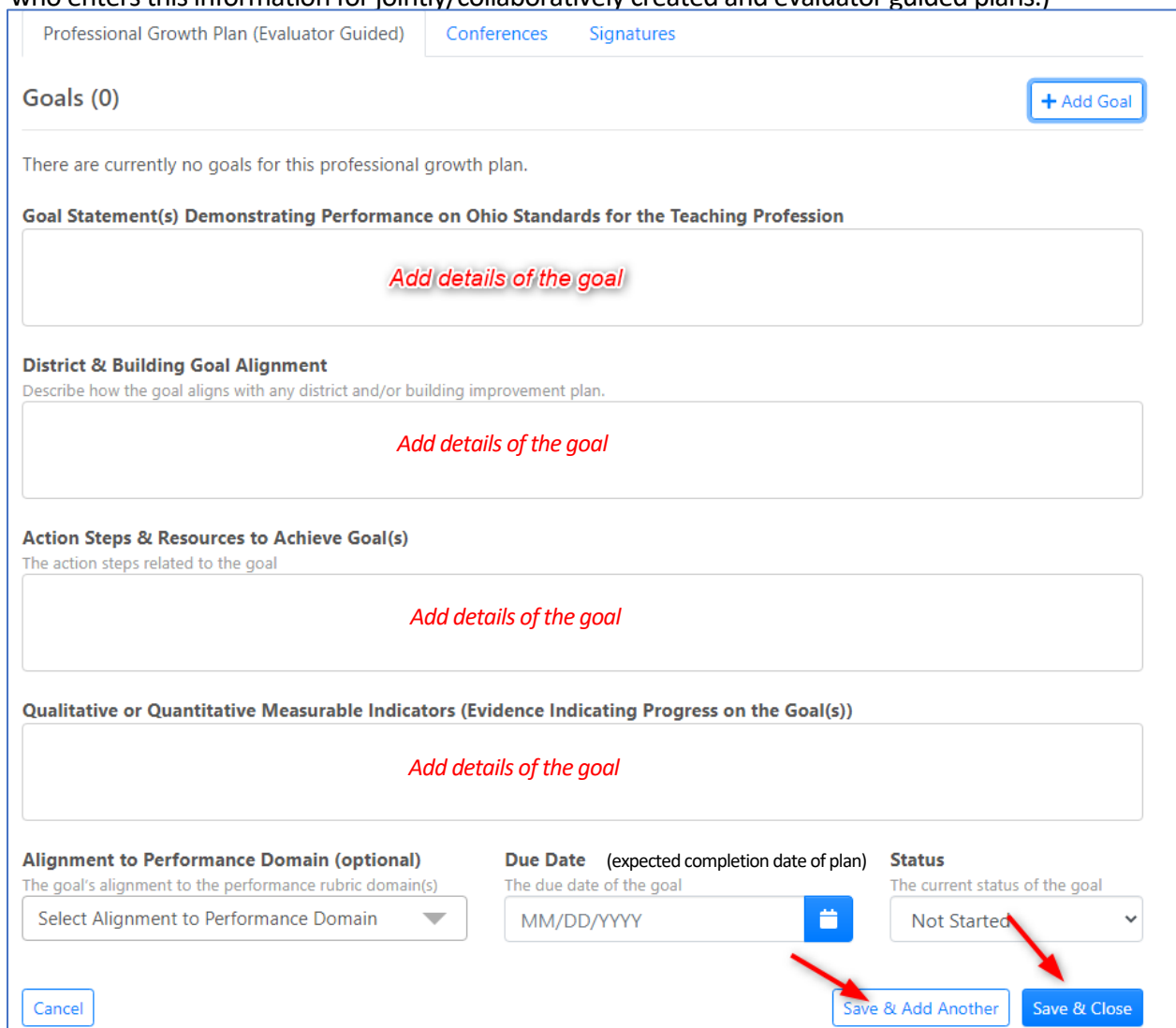
Step 3: For a self-directed Professional Growth plan, click **Add Goal**. For a jointly/collaboratively developed Professional Growth Plan, collaborate with the evaluator on whether the draft goal should be entered prior to the conference or whether the evaluator will enter it at the conference. For an evaluator guided plan, the goal will be entered by the evaluator at the conference.

Step 4: For a self-directed Professional Growth Plan, enter the goal details. Once details have been entered, click either **Save & Add Another** or **Save & Close**. You can edit the goal as needed until the Professional Growth Plan has been signed at the end of the evaluation period. (See Step 3 notes for who enters this information for jointly/collaboratively created and evaluator guided plans.)

Note: The drop down for the alignment to the Performance Domain is a multi-select drop down. Check the box for each indicator applicable.

Step 5: To edit an existing goal, click *Edit*. If any signatures have been added on the *Signatures* tab, the signatures would need to be removed by completing an Evaluation Record Change Request Form (located on the ILEAD website) before edits can be completed. Please note, only the person who created the goal will have the option to edit the goal.

Step 6: If on a self-directed plan, click ***Notify Evaluator for Plan Review*** when ready for the evaluator to view. If changes are made later, the notify feature can be used again.

Goals (1)   + Add Goal

∨ ◎ 12/01/2021   ✎ Edit   🗑 Delete

Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession
My Goal Statement

District & Building Goal Alignment
Describe how the goal aligns with any district and/or building improvement plan.

Action Steps & Resources to Achieve Goal(s)
   1. Action to complete goal
   2. Action to complete goal

Qualitative or Quantitative Measurable Indicators (Evidence Indicating Progress on the Goal(s))
Progress to show

| **Alignment of Performance Domain** | **Due Date** | **Status** |
| Knowledge of Students (KS), Assessment of Student Learning (AoSL) | 12/01/2021 | Not Started |

Created By: Tammy Teacher

Notify Evaluator
If you are ready for your Professional Growth Plan to be reviewed by your evaluator, you can notify them by clicking the button below.

✉ Notify Evaluator for Plan Review   ⬅

Step 7: When the educator meets with the evaluator throughout the school year about the initial creation of the Professional Growth Plan, progress on the plan, etc., the evaluator will enter the conference information. The educator will confirm the conference information. Click the ***Conferences*** tab and then click the green checkbox to confirm the conference.

Professional Growth Plan (Evaluator Guided)

Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice. Teachers are accountable for the implementation and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan and process includes feedback from the evaluator as well as the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's continuous growth and development. The Professional Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan (IPDP). This plan will align to the district and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and specifically relate to the teacher's areas for growth as identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the observations and evaluation to determine that the teacher is making progress.

| Professional Growth Plan (Evaluator Guided) | Conferences | Signatures |

During the professional growth plan any conferences between the educator and evaluator may be documented as well as any notes or attachments that are pertinent to the plan.
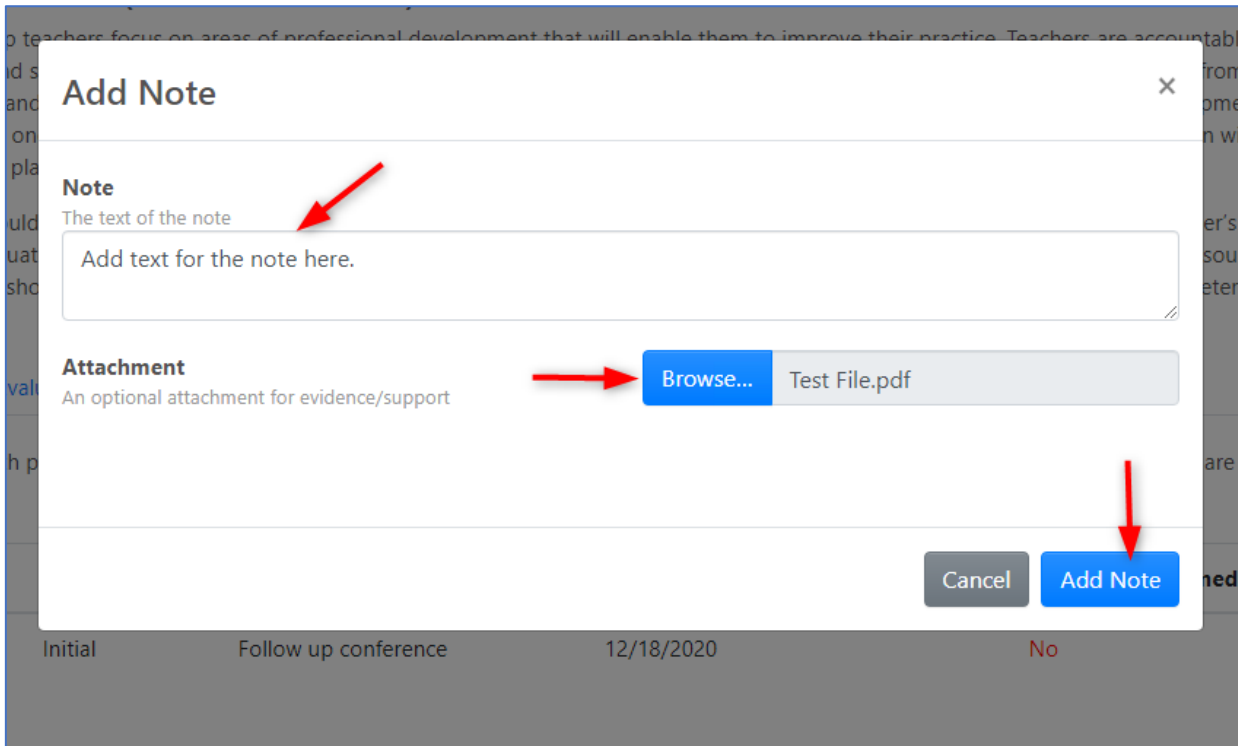
📅 Conferences

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed	
09/14/2021	Initial	Follow up conference	12/14/2021	No	✔

📝 Notes & Attachments   + Add Note
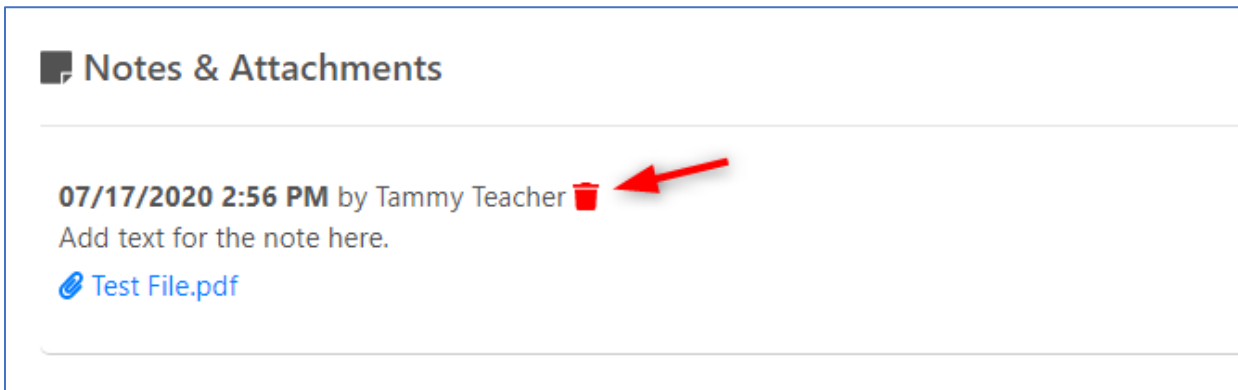
There are no notes at this moment

Next, enter your PIN. Click *Forgot PIN?* to view your PIN. Click *Confirm Plan Conference*.

Note: Some browsers will auto populate fields. If there are dots in the PIN field when the page loads, remove what has been entered and type your PIN.

Step 8: To enter notes regarding the goal, the conference(s) and/or add attachments, click *+Add Note*.

Enter the text for the note. Click *Browse* to select an attachment. Click *Add Note*.

The creator of the note can remove the note entry, if desired, by clicking the red trash can icon next to the note.

Step 9: Once the Professional Growth Plan is complete at the end of the evaluation period, the primary evaluator will sign the goal on the *Signatures* tab of the goal. Once the evaluator has signed, then the educator will sign. Click *+ Add my signature*.

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Professional Growth Plan (Evaluator Guided)   Conferences   Signatures

〜 Signatures

Signatures are only required when the plan has been finished and will complete this form for the year.

✏ **08/21/2021 01:52 PM**
Eva Evaluator
Primary Evaluator

➕ Add my signature

Step 10: Enter the PIN in the *PIN* entry field. If you do not know your PIN, click *Show PIN*. Once the PIN has been entered, click *Sign*.

Add Signature ✕

Please enter your PIN to electronically sign this document

🔑 [   ]   ****   Show Pin

Cancel   Sign

For state policy and district procedure questions or if any changes are required to the setup, please contact ileadadmin@columbus.k12.oh.us. For Technical Support, please contact support@ohioes.com.