

Professional Development Project (PDP)

Title of Project _____ School / Department _____

Initial PD Experience _____ Semester/ Year _____

This project is: Tier 1 Tier 2 Tier 3

1. The goal of this project is:

2. Action Plan: To accomplish this goal we will do the following:
a. _____
b. _____
c. _____
d. _____

3. At the completion of the project, we expect the following will have occurred:

Participant Signatures: _____ Contact person

Administrative Signatures:

School / Dept. Administrators Date _____
Special Programs Director

Professional Development Project (PDP) Directions Certified Staff

Objectives:

1. To promote collegiality among district personnel as they engage in collaborative work that supports the Building and/or District Professional Development Plans.
2. To provide educators with support and assistance as they implement concepts and strategies they have learned in a professional development experience related to Building and/or District Professional Development Plans.

Guidelines:

1. This is strictly a **voluntary** program. It is **not** a requirement for all Professional Leave Experiences.
2. Professional Development Projects (PDP) must relate to district, building / department, or personal goals, and should support increased student learning.
3. A staff member may submit a proposal for a PDP in one of the following areas: book study, book study follow-up, data collection and analysis, assessment development and implementation, peer observation, goal-directed collaboration and action research.
4. A proposal form with all participants listed, goals, and action plan must be submitted for each project. **The form must be signed by each participant's building administrator before being submitted to the Special Programs Director. The proposal must be approved by building administrator and Special Programs Director before beginning the PDP.**
5. Each proposal will include a contact person who is responsible for making sure all materials from each participant are gathered and submitted.
6. A staff member may submit no more than one PDP per semester. (Fall, Spring, Summer)
7. For each PDP a participant will be required to work on the project goals for a minimum of fifteen hours outside the regular contract hours and to invest a minimum of ten hours implementing strategies / activities / training / techniques within the classroom or workplace.
8. During the course of the semester, the building or department administrator should observe or conference with each staff member related to the implementation of the project.
9. Stipends will be paid as follows:
 - a. Certified staff - \$500.00
 - b. Classified staff - be paid at their hourly rate for the 15 hours outside of the regular contract hours. These hours should not result in working more than 40 hours a week

PDP Completion:

To receive the stipend individual participants will submit the following to the Special Programs Director:

1. Professional portfolio including the following documents:
 - a. Federal Funds timesheet documenting hours outside of regular paid time
 - b. A typed synopsis of the process (one page minimum) that includes
 - i. descriptions of professional learning – successes and challenges
 - ii. description of classroom implementation effect on student achievement
 - iii. reflection on the topic's professional impact
 - iv. suggestions for future use and/or lingering questions
 - c. Documentation, which may include
 - i. samples of student work
 - ii. notes and activities from PDP meetings
 - iii. data collected during implementation
2. Voucher