

CREATING AND COMPLETING THE PROFESSIONAL DEVELOPMENT PLAN in McREL:

How To and Things to Remember

Due Date: September 25, 2015

- Log in to McREL (access McREL from District Website under “Resources”)
- From the Home screen, click the “Evaluation Home” tab on the left to begin creating your PDP (Professional Development Plan)

- Click “Professional Development Plan”



- Be sure to enter your identifying information in the spaces at the top of the form (name, date, school, district, etc.)
- Your PDP, now effective for one year, must incorporate goals related to:
 - One area derived from the results of observations and evidence in the teacher’s annual performance evaluation;
 - Additional areas, as appropriate, aligned to (a) the teacher’s role as a member of a collaborative professional learning team and (b) any school and/or district improvement goals; and
 - Any requirements for professional development stipulated elsewhere in statute or regulation
 - See your School Professional Development Plans as well as the District Professional Development Plan created by your School Improvement Panels (ScIP) and your District Evaluation Advisory Committee (DEAC) on our District website to add your goals to your PDP (also attached)
- In general, PDPs should be viewed as “living” documents subject to review and discussion throughout the academic year and which may be adjusted to support the teacher’s progress and respond to student learning needs
- Your PDP will not be shared with the evaluator until you choose to share it
 - It does not need to be completed in one sitting
- Always click “Save & Next” before leaving the page
 - The website will not save automatically

- The progress of each teacher in meeting the goals of the PDP must be discussed during a minimum of one annual conference between the teacher and the supervisor (this should be a part of a post-observation conference). The teacher must provide evidence of progress towards meeting the goals of the PDP and the evidence must be discussed and reviewed with the supervisor as part of each annual conference
- Your evaluator will continue to send the document in McREL back to you so that you are able to continue adding progress towards your goal and, ultimately, evidence indicating the completion of your goal at the end of the school year
- Use Safari to access this website
 - Firefox will cause issues when printing the PDP
- Each July, artifacts, self-assessments, and observations from the previous year will be archived
 - You will have access to these archived materials in the subsequent school years