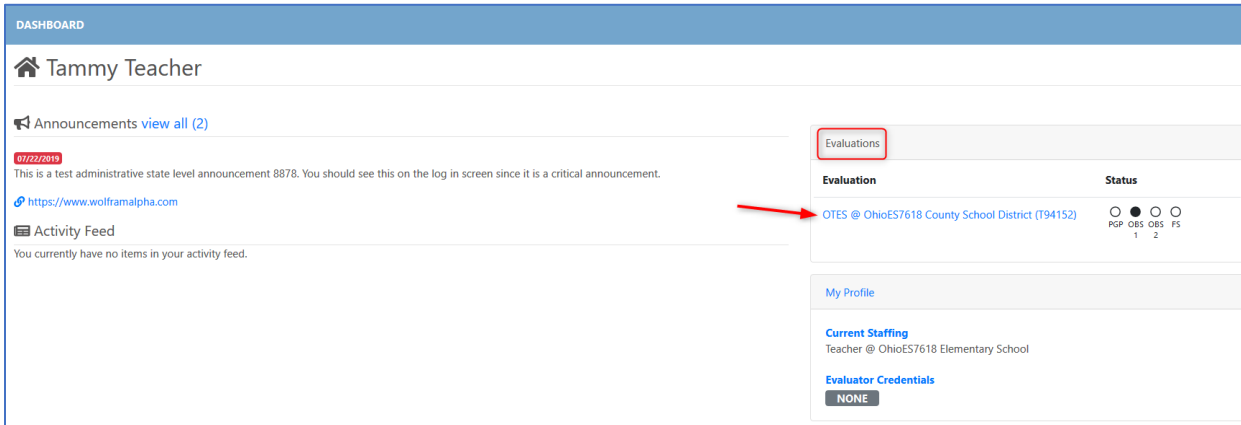


## Professional Growth Plan

Teachers, counselors, assistant principals and principals will need to complete a professional growth plan, unless on an improvement plan. The process to complete the plan is the same for all educators. Only the person who creates a goal can edit the goal.

**Step 1:** Click on the evaluation hyperlink from the *Dashboard* page.



DASHBOARD

Tammy Teacher

Announcements [view all \(2\)](#)

**07/27/2019**  
This is a test administrative state level announcement 8878. You should see this on the log in screen since it is a critical announcement.  
<https://www.wolframalpha.com>

Activity Feed  
You currently have no items in your activity feed.

**Evaluations**

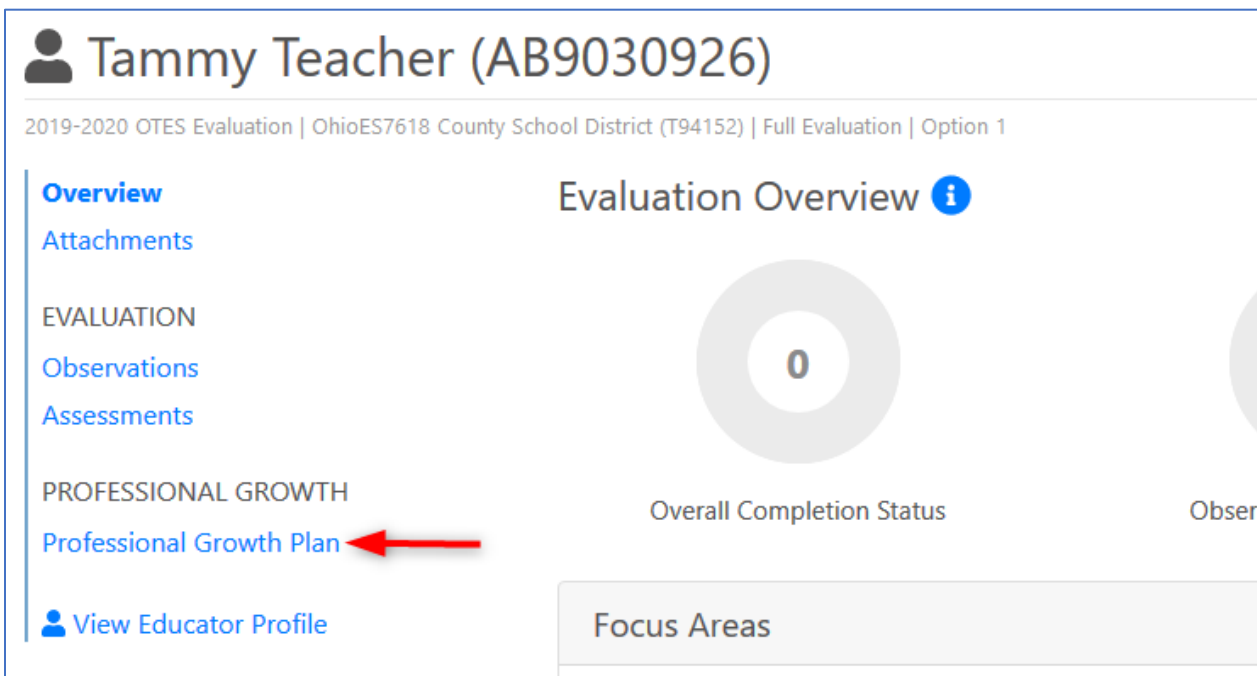
Evaluation	Status
OTES @ OhioES7618 County School District (T94152)	PGP OBS FS 1 2

My Profile

**Current Staffing**  
Teacher @ OhioES7618 Elementary School

**Evaluator Credentials**  
NONE

**Step 2:** Click *Professional Growth Plan* from the navigation selections.



Tammy Teacher (AB9030926)

2019-2020 OTES Evaluation | OhioES7618 County School District (T94152) | Full Evaluation | Option 1

**Overview**

Attachments

EVALUATION

Observations

Assessments

PROFESSIONAL GROWTH

**Professional Growth Plan**

View Educator Profile

**Evaluation Overview** ⓘ

0

Overall Completion Status

Observed

Focus Areas

### Step 3: Click **Add Goal**.

Overview  
Attachments

EVALUATION  
Observation  
Assessments

PROFESSIONAL GROWTH  
**Professional Growth Plan**

[View Educator Profile](#)

### 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

Goals (0) [+ Add Goal](#)

There are currently no goals for this professional growth plan.

### Step 4: 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 goal has been signed.

Professional Growth Plan (Evaluator Guided) | Conferences | Signatures

Goals (0)

There are currently no goals for this professional growth plan.

**Name**  
Goal Statement  
*Add details of the goal*

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

**Action**  
The action steps related to the goal

**Sources of Evidence**  
Evidence Indicators: changes in data indicating progress on the goal(s).

**Alignment to Performance Domain (optional)**  
The goal's alignment to the performance rubric domain(s)  
Select Alignment to Performance Domain

**Due Date**  
The due date of the goal  
MM/DD/YYYY

**Status**  
The current status of the goal  
Not Started

[Cancel](#) [Save & Add Another](#) [Save & Close](#)

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

**Alignment to Performance Domain (optional)**  
The goal's alignment to the performance rubric domain(s)

Use of high-quality student data x  
Connections to state standards and district priorities x

- Instructional Planning
- Focus for Learning
- Use of high-quality student data
- Connections to prior and future learning
- Connections to state standards and district priorities
- Knowledge of Students

**Due Date**  
The due date of the goal  
MM/DD/YYYY

**Status**  
The current status of the goal  
Not Started

Save & Continue

**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 before edits can be completed. Please note, only the person who created the goal will have the option to edit the goal.

Professional Growth Plan (Evaluator Guided) | Conferences | Signatures

Goals (1) + Add Goal

10/24/2020 Edit Delete

**Name**  
Goal Statement

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

**Action**  
1. The action steps related to the goal  
2. The action steps related to the goal

**Step 6:** Once the goal is ready for the evaluator to review, click **Notify Evaluator for Plan Review**. If changes are made later, the notify feature can be used again.

Professional Growth Plan (Evaluator Guided) [Conferences](#) [Signatures](#)

Goals (1) [+ Add Goal](#)

▼ 10/24/2020 [Edit](#) [Delete](#)

**Name**  
Goal Statement

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

**Action**  
1. The action steps related to the goal  
2. The action steps related to the goal  
...

**Sources of Evidence**  
Evidence Indicators: changes in data indicating progress on the goal(s).

Alignment of Performance Domain	Due Date	Status
Focus for Learning, Connections to state standards and district priorities	10/24/2020	Not Started

**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:** Once a conference has occurred, 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.

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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
09/08/2020	Initial	Follow up conference	12/18/2020	No <input checked="" type="checkbox"/>

### Notes & Attachments

There are no notes at this moment

[+ Add Note](#)

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.

## Confirm Plan Conference

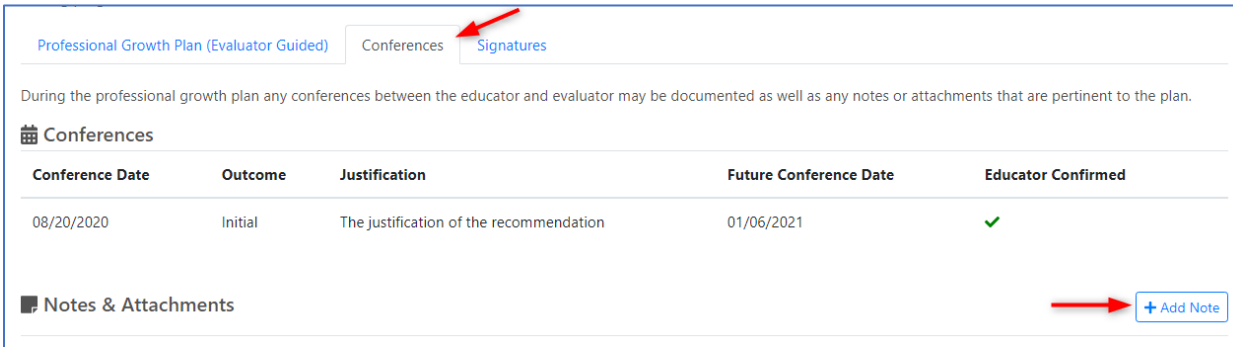
Would you like to confirm the events of this conference? By doing so you agree that you have met with your evaluator on the date listed.

**PIN**  
Your digital signature to confirm action

\*\*\*\* [Forgot Pin?](#)

[Cancel](#) [Confirm Plan Conference](#)

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



Professional Growth Plan (Evaluator Guided) Conferences Signatures

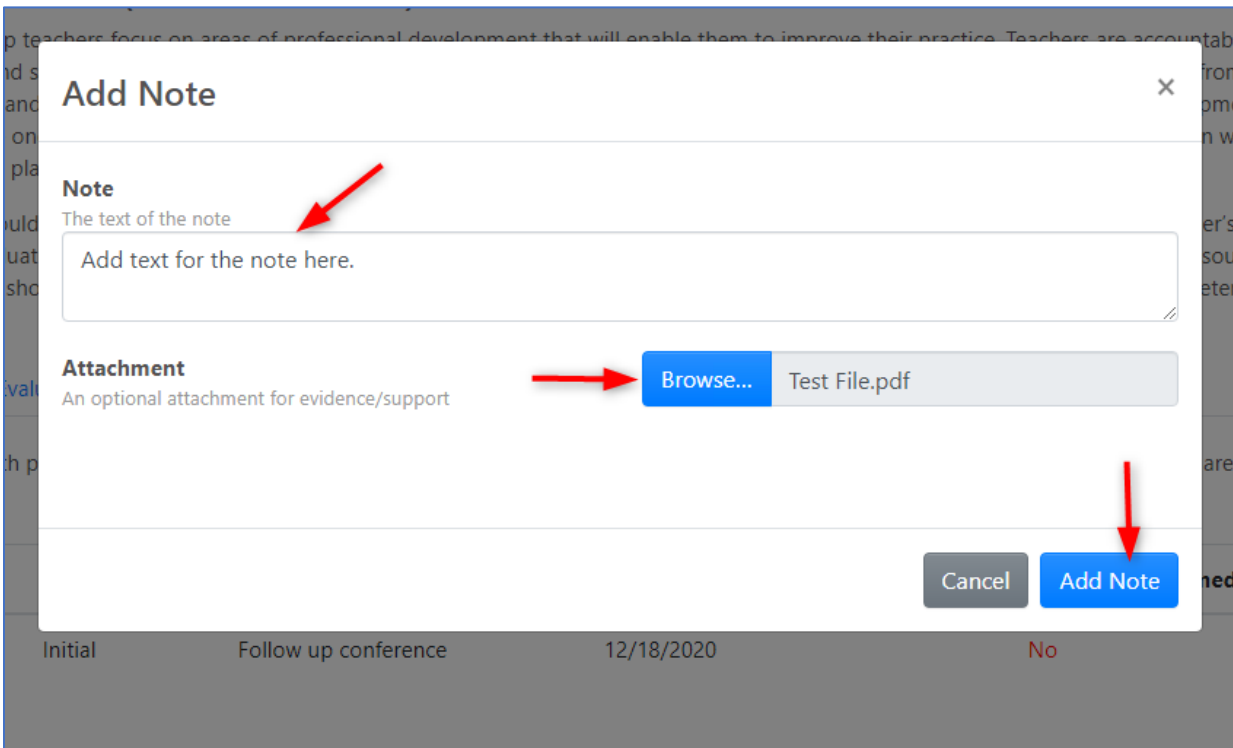
During the professional growth plan any conferences between the educator and evaluator may be documented as well as any notes or attachments that are pertinent to the plan.

📅 Conferences

Conference Date	Outcome	Justification	Future Conference Date	Educator Confirmed
08/20/2020	Initial	The justification of the recommendation	01/06/2021	✓

📄 Notes & Attachments + Add Note

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



**Add Note** [X]

**Note**  
The text of the note

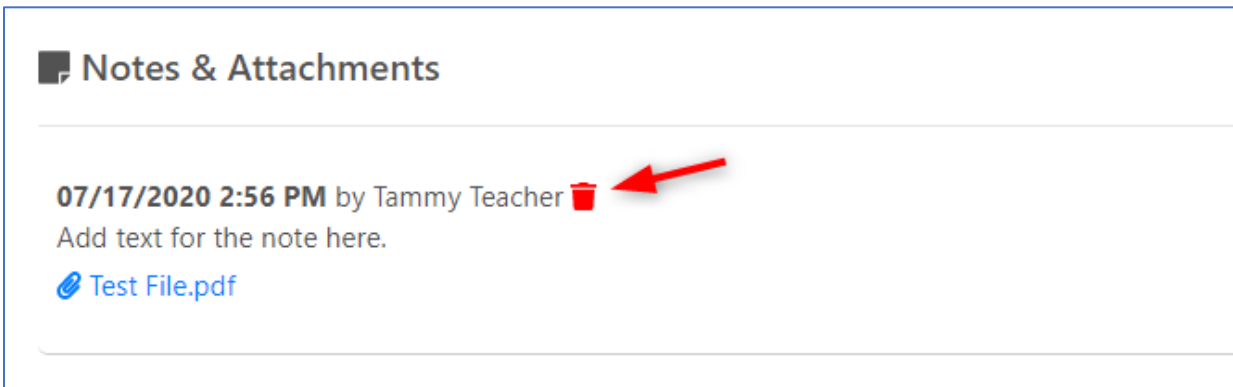
Add text for the note here.

**Attachment**  
An optional attachment for evidence/support

Browse... Test File.pdf

Cancel Add Note

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



📄 Notes & Attachments

07/17/2020 2:56 PM by Tammy Teacher 🗑️

Add text for the note here.

📎 Test File.pdf

**Step 9:** Once the goal is complete, 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**.

**Professional Growth Plan (Evaluator Guided)**

Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice and completion of the plan and should use the plan as a starting point for the school year. The Professional Growth Plan and process the teacher's self-assessment and high-quality student data while addressing the support needed to further the teacher's continuing Professional Growth Plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development and/or building improvement plan.

Professional development should be individualized to the needs of the teacher and students (based on available data) and specifically identified in the teacher's evaluation. The evaluator should recommend professional development opportunities and support the teacher. The Professional Growth Plan should be reflective of the evidence available and focus on specific areas identified in the observation making progress.

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.

07/30/2020 10:24 AM  
Patty Principal  
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

Key icon [PIN Input Field] \*\*\*\* Show Pin

Cancel Sign

For state policy questions or if any changes are required to the LEA setup, please contact [ohioes@education.ohio.gov](mailto:ohioes@education.ohio.gov).  
For Technical Support, please contact [support@ohioes.com](mailto:support@ohioes.com).