

New Generation Christian School

Policy & Procedure **Professional Development Plan**

It is important that, as professionals, we are always seeking to improve ourselves both personally as well as professionally. Therefore, New Generation is implementing a process of assessing ourselves; as well as planning for ways to improve ourselves. The areas that should be assessed should align with the overall mission of New Generation Christian School.

Supervisors will perform impromptu classroom observations two times per year; for new staff members, classroom observations will be performed three times per year. Supervisors will record their observations within New Gen's "Teacher Observation" form. After each observation, the supervisor will meet the teacher to provide constructive feedback.

The mission of New Generation School is to reach the spiritual, educational and emotional needs of the diverse students in Columbia County. We will accomplish this by providing sound Biblical counsel, as well as individualized education and emotional interventions, in a caring and accepting environment.

Since the objectives of New Generation are more than just educational, you will need to assess more than just whether or not your students are progressing educationally. You will need to assess what type of environment you are creating in your classroom, and how you are meeting the children's emotional and spiritual needs. Remember New Generation is more than a job it is a ministry and a passion to ensure that we are meeting the triune of: body, spirit and soul. Attached you will find some questions that might direct you in your assessment of these areas, as well as forms that should be used to develop your plan of action and possible ideas of interventions.

Process:

1. Using the attached assessment evaluate yourself
2. Seek input with your supervisor
3. Looking at the assessment find two of the four areas (professional, educational, emotional, spiritual) that you are weak in. Then find two specific areas, within that core area, that you will be addressing in the upcoming year.
4. Use the professional development assessment to identify areas to be address. Based on this, develop goals, then plan of how you are going to achieve these goals. The form includes a section of resources. Resources includes: books, websites, workshops, and other instructional materials. It could also be observing in another teachers classroom who you feel is exceptionally good at whatever you are trying to achieve.

Professional Assessment

Professional ethics:

Strong Work Ethic: Employers value employees who understand and possess a willingness to work hard.

1 2 3 4 5

Dependability and Responsibility: Employers value employees who come to work on time, are there when they are suppose to be, and are responsible for their actions and behavior.

1 2 3 4 5

Possessing a Positive Attitude: Employers values staff that see the best in all circumstances. This does not mean we deny problems or concerns but can see how the outcomes can be turned for the good. Staff should refrain from participation in negative conversations, gossip and escalates concerns to the proper authority.

1 2 3 4 5

Adaptability: Employers seek employees who are adaptable and maintain flexibility in completing tasks in an ever changing workplace.

1 2 3 4 5

Honesty and Integrity: Employers value employees who maintain a sense of honesty and integrity above all else. Good relationships are built on trust.

1 2 3 4 5

Staff supports all management and department decision in words and deeds.

1 2 3 4 5

Educationally:

The teacher has a knowledge of subject matter.

1 2 3 4 5

The teacher has a knowledge of students needs.

1 2 3 4 5

The teacher seeks to improve knowledge area in _____ area.

1 2 3 4 5

The teacher has a knowledge of instructional methods

1 2 3 4 5

The teachers creates a safe and orderly environment for students

1 2 3 4 5

Teacher keeps classroom clean

1 2 3 4 5

The teacher communicates clearly and accurately

1 2 3 4 5

The teacher develops questions that encourage student to think

1 2 3 4 5

The teacher affirms student success

1 2 3 4 5

Educationally Cont.

The teacher modifies and adapts curriculum for students

1 2 3 4 5

The teacher creatively problem solves daily issues by reflecting on teaching and behavioral techniques

1 2 3 4 5

The teacher maintains and keeps accurate records

1 2 3 4 5

The teacher communicates with stakeholders (parents and administration)

1 2 3 4 5

Emotionally:

The teacher manages physical space to allow student to feel comfortable and safe.

1 2 3 4 5

The teacher creates an environment of respect and rapport.

1 2 3 4 5

The teacher establish routines and procedure and regularly enforce these.

1 2 3 4 5

The teacher speaks in a positive manner to students and in front of students.

1 2 3 4 5

Emotionally Cont.

The teacher refrains from sarcasm.

1 2 3 4 5

The teacher refrains from disciplining students in front of others.

1 2 3 4 5

The teacher has a knowledge base of the different learning problems and assists the students in

these area.

1 2 3 4 5

The teacher creates a classroom environment where students know that picking on others is not tolerated.

1 2 3 4 5

The teacher enforce rules consistently.

1 2 3 4 5

The teacher allows additional time for students that are currently struggling with emotional difficulties.

1 2 3 4 5

Spiritually:

The teacher encourages Biblical conversation.

1 2 3 4 5

Teacher has a structured Bible time daily.

1 2 3 4 5

The teacher prays for or with their students.

1 2 3 4 5

The teacher offers Biblical counsel.

1 2 3 4 5

The teacher assists students in finding additional support for their spiritual needs (ie. Bible studies, Christian music, youth groups or sports programs).

1 2 3 4 5

Staff's average score:

4 or higher earns a 3% increase in salary each year, providing budget allows.

Length of employment: 2 years .5%, 5 years 1%, and 10 or greater 1.5%

Each additional item increases the pay raise by .5%

Takes on other duties willingly:

Student Survey

Parent Survey

Academic Achievement: For staff that are teaching core areas, math, reading and language arts.
Core area increase of an average of 2 years for students.

Individual Professional Development Plan

Employee Name:

Supervisor: Date approved

New Generation mission objective:
Staff objective and or area of increased emphasis:
Specific measurable goal:

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