



Highland Park Independent School District Individual Development Plan School Year 2017-2018



The Highland Park ISD Board and Staff recognize that well-trained personnel are essential to the effective operations of a school district. Staff development is viewed as a necessary, continuous and systematic effort to improve district programs by involving all employees in learning opportunities that enhance their performance, knowledge, and attitudes. We also believe that adults learn more when they are responsible for their own learning. The Highland Park ISD Individual Development Plan (IDP) allows staff to construct their own learning situations to help them meet the needs of students and district responsibilities. The following explains the IDP process:

Developing a Plan

- Each year, individuals will identify targets for professional growth. Staff will use data from their yearly appraisal documents, student testing data, PDAS teacher Self Report, Self-Directed Appraisal System (SDAS), and/or other professional goals.
- Each year, individuals will develop desired outcomes centered on an identified need. These outcomes should be aligned to campus and/or district goals and objectives.

Getting Your Plan Approved

Individuals will develop their Individual Development Plan including their desired outcomes, activities to help them achieve their outcomes, and how they will measure achievement of their plan. Plans must be submitted to supervisors prior to summative conferences or by the end of May in order to pre-approve any summer training. Any individuals new to HPISD will submit one copy of their plan to their supervisor for approval by the end of the first six weeks of the new school year.

Participating in Staff Development Activities

Individuals will select training sessions that will help them achieve their goals based on identified needs. For the 2017-2018 school year, it is expected that staff members will be utilizing non-contract time that would be comparable to at least two full days of training (12 hours). As this is a school year to school year process, eligible accruals began June 1, 2017 for the 2017-2018 school year.

Completing the Forms

When professional development is completed, individuals will complete reflections on their IDP, provide certificates or documentation of attendance, and discuss completion of their plan with their supervisor.

Submitting Forms for Exchange Time Approval

Completed Individual Development Plans must be signed by your supervisor, who will maintain a copy of all forms. Those individuals completing their plans will be given compensation time for Exchange Days that are identified on the district calendar.

Documentation of 6 hours of training must be submitted to your supervisor by Monday, **September 25, 2017** to receive exchange time for the **Monday, October 16, 2017** Exchange Day. Documentation of 6 hours of training must be submitted to your campus supervisor by Friday, **March 9, 2018** to receive exchange credit for the **Friday, March 30, 2018** Exchange Day.

Individuals not completing exchange hours before the specified deadlines will be required to attend campus-based training on the planned staff development exchange days.

Staff development opportunities outside of Highland Park ISD and graduate level college courses may also be used to fulfill individual goals. These learning opportunities must be approved by the staff member's supervisor.