



INTERIM GUIDELINES ON PROFESSIONAL GROWTH PLANNING 2018-2019 SCHOOL YEAR

PREAMBLE

Professional growth planning is an exercise whereby teachers are able to engage in meaningful professional learning and progress over the course of their employment with MESC and over the duration of their careers.

The purpose of this set of guidelines is to provide school leaders and teachers with the tools they need to engage in meaningful professional growth planning for the 2018-2019 school year. This set of guidelines is also designed to be a transitional document that will help shape the future administrative procedures that will be set by MESC in this area.

GENERAL GUIDELINES

The following is a set of general guidelines that are to be followed by teachers as they engage in professional growth planning, as well as to help school leaders as they work with and facilitate this process with their professional staff.

Professional growth planning will be:

1. An exercise to be completed by all teachers in MESC.
2. Supervised by the school principal and his/her school leadership team(s).
3. Meaningful and measurable goals that are related to one's professional practice and current assignment.
4. Each measurable goal will contain a minimum of one measurable action that outlines what the teacher will do to meet the goal.
5. An ongoing exercise that will be for the duration of the entire school year; however, it is recommended that goals and focuses will extend beyond one school year and will be something that can be worked on and achieved over a multi-year process.
6. According to templates that are approved at the school level by the school principal (as MESC and principals work together with staff to develop a MESC template for PGPs moving forward).

CATEGORICAL GOAL SETTING

When it comes to setting meaningful and measurable goals that not only relate to one's professional practice and assignment, as well as something that can be achieved through a longview multi-year process, it is recommended that teachers set a maximum of one goal in each of the following categories:

- The Maskwacis Declaration on Education
- Professional Practice

The Maskwacis Declaration on Education

To set an appropriate and measurable goal related to the Declaration, it is recommended that one focus on setting a goal that relates to the personal enactment of one of the four core values as they are outlined in the Declaration.

Professional Practice

To set an appropriate and measurable goal related to Professional Practice, it is recommended that one focus on setting a goal that relates to the professional standards to which you are held according to your training/profession ie. teacher's would set a goal that directly relates to enacting the new Alberta Teaching Quality Standards.

GENERAL TIMELINES

The following is an general outline for an appropriate timeline to be followed when it comes to professional growth planning:

September	Teachers complete PGPs according to templates approved by school principals.
October	Principals meet with each Teacher in his/her school to discuss and review PGPs and the goals set therein.
November - April	Principals will supervise Teachers as they engage in meaningful and ongoing professional development over the course of the school year.
May - June	Principals will sit with and review the successes that were achieved by Teachers as they engaged in the professional growth process over the course of the school year.