

## **Appendix D—Frequently Asked Questions for Professional Development Plans**

### **Am I required to complete a PDP?**

Yes. All permanent support professionals must complete a PDP at the beginning of their professional growth cycle.

### **Why?**

Professional development is an important part of helping employees do their jobs better and consequently contributes to the success of every student.

### **How long is the professional growth cycle?**

The professional growth cycle is a three-year cycle. One year is your evaluation year followed by two years that are dedicated to your professional development using your PDP.

### **I am new to MCPS. When, in my MCPS career, do I begin using a PDP?**

You begin using a PDP at the end of your second year with MCPS.

### **Who “owns” the PDP?**

The employee “owns” the PDP.

### **How will a PDP help me?**

A PDP will help you—

- stay current and competent,
- plan your MCPS career, and
- build your capacity by participating in professional development opportunities.

### **How will I be compensated for training?**

Refer to SEIU Local 500 contract, Article 26, for information on compensation for training..

### **How is the PDP linked to my evaluation?**

The evaluation and the PDP are tools used in the professional growth cycle. The evaluation measures your performance in meeting competency. The PDP guides your professional development activities during your professional development years.

### **What happens if I don’t prepare a PDP?**

Not preparing a PDP **may** adversely impact your evaluation.

### **What if I do not complete everything in my PDP?**

The PDP is a flexible document. It should be reviewed annually with your supervisor and then revised, if necessary, to ensure successful completion.

### **What should an evaluator do for a newly transferred employee with a PDP?**

In your 30-minute professional dialogue with the evaluator, you should review it and revise where applicable.