

Administrators and Supervisors Professional Development Plan (PDP)



Professional Growth System
Office of Human Resources and Development
Rockville, Maryland 20855
MONTGOMERY COUNTY PUBLIC SCHOOLS

MCPS Form 425-50
March 2011
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Name _____

School/Office _____

Timeframe for PDP _____

PURPOSE: The purpose of your PDP is to give you the opportunity to reflect on and continuously improve your knowledge, skills, and abilities as they relate to the leadership standards for your position. Your PDP is to be aligned with your work and it is to support you in doing your job.

I. DIRECTIONS FOR DEVELOPING THE PDP

- Review the leadership standards for your position.
- Gather and review data related to the area upon which you wish to focus.
- Develop your initial plan with self-reflection and with consultation from colleagues of your choice.
- Present the plan to your direct supervisor for collaborative input and agreement.
- Make revisions, if any, and give a copy to your direct supervisor.
- Periodically arrange a meeting with your direct supervisor to discuss your progress on the outcome, evidence of attainment, resources needed, and completion.
- The timeline for completing the PDP is flexible. It does not have to coincide with the academic year.
- You may also decide to modify your plan or change it entirely at any time in collaboration with your direct supervisor.

II. PDP FORM

Identify the standard and criterion you want to develop or enhance to address your focus area.
MCPS LEADERSHIP STANDARD and CRITERION:

State your focus as an outcome. (By the end of—I will—so that—)

What evidence/data will you collect to verify that you will have attained your outcome?

How does your outcome relate to your school improvement plan or office strategic plan?

ACTION PLAN: In the space below, identify the actions you will take to achieve your outcome and your anticipated timeline for actions. Your direct supervisor is to assist you with the supports, if needed, to achieve the outcome.

| ACTIONS | SUPPORTS NEEDED (Optional) | ANTICIPATED EVIDENCE | ANTICIPATED TIMELINE | DATE OF COMPLETION |
|---------|-------------------------------|-------------------------|-------------------------|-----------------------|
| | | | | |
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| | | | | |
| | | | | |

SIGNATURES: These signatures reflect mutual agreement on the plan.

_____ /_____/_____
 Administrator's Name (Print) Signature Date

_____ /_____/_____
 Direct Supervisor's Name (Print) Signature Date

III. PROCESS FOR COMPLETING THE PDP

- Compile data regarding the attainment of your outcome.
- Reflect upon the data and the leadership standard. Consult with colleagues of your choice.
- Arrange a meeting with your direct supervisor to review and discuss the data, the leadership standard, and any supports used.
- Decide with your direct supervisor if the outcome is achieved or if the plan needs to be changed.
- Attach any documents that are evidence of attainment of your outcome. The use of a portfolio is optional for this purpose.
- Use another sheet to provide a reflection on your outcome attainment.

SIGNATURES: These signatures reflect agreement that the plan is completed or that the plan is being changed.

_____ /_____/_____
 Administrator's Name (Print) Signature Date

_____ /_____/_____
 Direct Supervisor's Name (Print) Signature Date