

# Professional Growth Record

(Hot Sheet)  
CF/E-34 New 1/16  
(mandatory)

This form is used to document the annual professional growth efforts of teachers, associate teachers and home based educators.

## GENERAL INFORMATION:

- Staff Member: Indicate staff's name
- Position: Indicate their current job title
- Program Year: indicate the program year that the plan pertains to (Ex: 2015-2016)
- Location: indicate the work location

## GOAL SETTING/TRACKING:

*Initiating the Professional Growth Plan—at the beginning of the program year*

- **Goal Section:** Check the box next to the goal(s) selected for the year. One to three goals may be selected.
  - If Goal #1 is selected, make a check in the box for “Actively participate in Practice Based coaching to improve use of effective practices”
  - If Goal #2 is selected, make a check in the box for “Complete college and university courses toward completion of” and then check by the box that corresponds to your objective, such as “AA/AS Degree”
  - If Goal #3 is selected, make a check in the box for “Increase use of effective strategies/practices identified through” and then select the tool that will guide your professional development, such as HOVRS for Home Based Educators.
- **Plans Section**
  - If Goal #1 is selected, make a check in the box for the type of PBC that you'll participate in, such as “Professional Learning Community”
  - If Goal #2 is selected, list the college/university courses you plan to enroll into
  - If Goal #3 is selected, indicate your expected outcome, such as “Increase ability to support adult learners”

*Completing the Professional Growth Plan—at the end of the program year*

- **Results Section**
  - If Goal #1 is selected, maintain a binder with your PLC or Demonstration Classroom documents
  - If Goal #2 is selected, indicate the college/university courses you completed
  - If Goal #3 is selected, indicate your actual outcome, such as “Increased ability to support adult learners”
- **Completion Date Section**
  - If Goal #1 is selected, indicate the last PLC/Mentor Meeting date of the year and initial nearby.
  - If Goal #2 is selected, indicate the date you completed college/university courses and initial nearby.
  - If Goal #3 is selected, indicate the completion date of your actual outcome and initial nearby.

### **APPROVALS & FILING**

- Staff Signature: the staff person signs and dates the form the date the plan was initiated.
- Supervisor Signature: the supervisor of the staff person signs and dates the form when it was initiated.
- The original copy is kept in a labeled binder by the supervisor of the staff
- Copies are sent to the Director II at two points in the year, on the date the PGR is initiated and then on the date that it is completed.