

# Principal: Professional Growth Planning Quick Reference Card

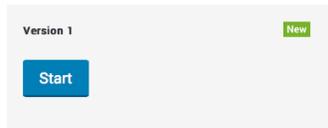
## CIITS: Professional Growth Plans

The goal of a professional growth plan is to facilitate the translation of growth needs identified through self-reflection and other processes into practical activities and experiences that are of value to teachers in strengthening their competencies in the identified growth need areas.

Self-reflection and professional growth planning provide sources of evidence for determining an educator's Overall Professional Practice Rating.

## Create your Professional Growth Plan

1. Roll your cursor over Educator Development on the navigation bar and click **My Professional Growth Plan**
2. Click **Start** after reading the "It's time to create your Professional Growth Plan..."



3. Enter the description of your first goal in the text box

### Goal #1: State Student Growth Goal (Required)

Describe your goal below and select Components to which it aligns.

#### Goal

Description (Optional)

Describe and provide details for your goal here

text for my first goal

4. Note that as your work is saved (by the auto-save feature or clicking the Save button), you will see status update boxes that let you know if there are more required fields you need to complete

#### Component Alignment Required

Component alignment is required for this goal

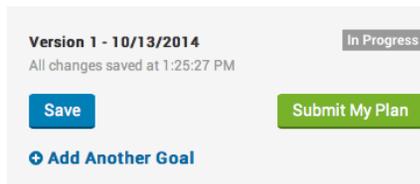
5. Select a Component that aligns with your Professional Growth Goal

- Ppges. Wcg: Working Conditions Goal
- Ppges.lsgg: Local Student Growth Goal
- Ppges.pgg: Professional Growth Goal
- Ppges.ssgg: State Student Growth Goal

6. You will see a progress bar at the top of your screen that displays a numbered circle for each of your goals. The circle for each goal will fill in green once all required items are completed. You can use the left and right arrow buttons to easily move between your goals



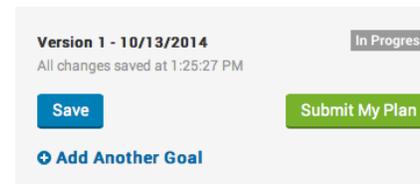
- When you have entered all required information for all four goals you can either click **Save** if you would like to keep your goals in draft, or Click **Submit My Plan** if you are ready to share it with your district leadership.



- To edit a goal that has already been created, click **Edit**



- Make any changes to the description of your Professional Growth Goal or the component to which you are aligning the goal
- When you have entered all required information for all four goals you can either click **Save** if you would like to keep your goals in draft, or Click **Submit My Plan** if you are ready to share it with your district leadership.



## Edit your Professional Growth Plan

- Roll your cursor over Educator Development on the navigation bar and click **My Professional Growth Plan**
- To upload documents that support your professional growth plan, click [Add Artifacts](#)
- Click the **Select File** button to choose a file from your computer. Once the file has been uploaded, you can select which goal the artifact aligns to and enter a description (optional). Click **Add Artifacts** to save the changes

