

## **PROFESSIONAL LEARNING PLANS (PLP)**

### **Background**

The Division believes that in a constantly changing school and community environment, it is essential for staff to engage in ongoing, research based, meaningful professional development.

Superintendents, Division Leaders, Administrators and Teachers are responsible for facilitating quality improvement through career-long professional learning. One aspect of this professional learning will be the development of an annual Professional Learning Plan (PLP).

### **Procedures**

1. All teachers, full-time or part-time, will complete a PLP during each school year.
2. All teachers will develop plans that foster self-assessment, improvement of practice, and professional growth. Plans are to be meaningful and relevant to current or anticipated future positions or assignments. The plan must:
  - 2.1 Reflect goals and objectives based on the staff member's self-assessment of professional learning needs;
  - 2.2 Include strategies for achieving those goals and objectives; and
  - 2.3 Include an estimated completion time.
3. An annual PLP may:
  - 3.1 Be a component of a long-term multi-year plan.
  - 3.2 Consist of a planned program of supervising a student teacher or mentoring a colleague.
  - 3.3 Be conducted in a collaborative setting where more than one teacher engages in the collective plan but each individual teacher writes a PLP.
  - 3.4 Take different forms as agreed upon by the teacher and the Principal.
4. All teachers must submit their annual PLP in writing for review or approval by October 15 to the Principal or a group of staff delegated by the Principal. The Principal, in consultation with staff, shall determine the membership of such a group.
5. All teachers shall provide the Principal or representative group of staff with a written and/or verbal culminating report on or before June 15. The report shall include specific indicators that support the degree of completion. The report shall also provide reflections on how:
  - 5.1 The teacher's professional practice has improved; and
  - 5.2 Student learning has improved.
6. The Principal or representative group delegated by the Principal shall, in consultation with the teacher, determine by June 30 whether the teacher has fulfilled an annual PLP that complies with *Alberta Education Policies*, this administrative procedure, AP 412 (*Supervision & Evaluation - Teachers*) and AP 422 (*Administrator Evaluation*).
7. If it is determined that a teacher has not completed an annual PLP as required, the teacher may be subject to disciplinary action.

8. Unless the teacher agrees, the content of the annual PLP must not be part of the evaluation process of a teacher. Despite this, a Principal may identify behaviours or practices that may require an evaluation provided that the information identified is based on a source other than the information in the annual PLP of the teacher.
9. The Principal will keep a copy of the teacher's current annual PLP and supporting documentation in the school. One year following, all plans and documentation shall then be returned to the teacher.

Reference: Section 18, 20, 22, 39, 60, 61, 94, 105, 106, 107, 109, 109.1, 113, 132 School Act  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act  
Teaching Profession Act  
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)  
Practice Review of Teachers Regulation 4/99  
Ministerial Order 016/97 - Teaching Quality Standard  
Ministerial Order 001/2013 - Student Learning  
Guide to Education ECS to Grade 12  
Practice Review of Teachers Information Bulletin 3.3.2

Related APs: Supervision and Evaluation - Teachers (AP 412)  
Administrator Evaluation (AP 422)

Amended: June 2019