

## **Professional Growth Plan Instructions**

### **Washington Conference of Seventh-day Adventists**

Continuing professional growth is an expectation for all educational employees in the Washington Conference. It is our view that individual employees know best the areas in their professional lives that need improvement. Therefore, we are placing the responsibility for professional growth planning and implementation with the employees themselves.

The North Pacific Union Conference Education Code outlines the minimum expectations for all educators within the North Pacific Union as follows:

#### **Level I Employees (1<sup>st</sup> 3-years of employment)**

##### **2. Evaluation**

An employee on Level I Status shall receive a minimum of two written evaluations annually as follows:

- a. A minimum of one written evaluation per semester based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written self evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.
- d. One conference per semester with the employee by the principal and/or office of education personnel based on the supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

#### **Level II Employees**

##### **4. Evaluation**

The evaluation of an employee on Level II Status shall include the following:

- a. A minimum of one written evaluation per school year based on supervisory visits by the principal or conference office of education personnel.
- b. An annual written self-evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.
- d. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

#### **Level III Employees**

##### **4. Evaluation**

The evaluation of an employee on Level III Status shall include the following:

- a. A minimum of one written evaluation every two years based on an annual supervisory visit by the principal or conference office of education personnel.
- b. An annual written self-evaluation completed by the employee.
- c. An annual written professional development plan completed by the employee.
- d. An annual conference with the employee by the principal and/or office of education personnel based on supervisory visits, self-evaluation, and the professional development plan.
- e. Copies of each written evaluation, self-evaluation, and professional development plan shall be given to the employee, principal, and the conference office of education.

As you will note, for each category of employee there are expectations for written evaluations by supervisors, a self-evaluation, a written professional development plan (PGP), an annual conference with a supervisor, and copies of written documents to be provided for the principal and the conference office of education.