

**Southeastern California Conference of Seventh-day Adventists  
Office of Education**

**Professional Development Plan**

**Directions:**

1. This form is to be completed collaboratively by the teacher and the responsible administrator as assigned.
2. Complete the form for each teacher for whom an evaluation report is required during this academic year.
3. Complete this form in conjunction with a conference with the teacher.
4. The administrator and the teacher shall sign the form.
5. The teacher and administrator shall monitor progress toward these goals during the course of the evaluation period.
6. A report of the progress toward these goals shall be included as a part of the teacher's summative evaluation.

**Form Options:**

7. Local administrators may choose to design their own Professional Development form.
8. If this form is used, data may be entered directly into the electronic form as the boxes are expandable.

**Time Options:**

9. The Professional Development Plan may be initiated at the beginning of the school year, **or** it may be initiated following the summative evaluation conference with the understanding that a review of this plan will be a part of the next evaluation.