

**Directions for
Principal's Professional Development Plan
(PPDP)**

1. The PPDP is to be based on self-assessment and reflection. It should be aligned with the principal's formal summative evaluation and school and district renewal/strategic plans.
2. At the end of each evaluative cycle (after summative evaluation has been completed), the principal will use evaluative data to determine goals for the next evaluative cycle. The goal will be entered on the PPDP form, along with the relationship of the goal to the 1) school's assessment results, 2) principal's summative evaluation, 3) school renewal/strategic plan, or 4) district renewal/strategic plan. (Note: The number of goals for each principal will likely vary. Additional pages may be added).
3. The principal will identify the strategies to be used to meet the identified goals. He/She will establish a time line or completion date. The completion date should fall within the 3-year evaluation cycle.
4. The principal and supervisor will review the PPDP in a planning conference. When the goals have been agreed upon, both the principal and the supervisor will sign the plan.
5. On at least an annual basis, progress toward meeting the goals will be reviewed with the supervisor. The Evidence of Completion section will be filled out by the principal, and both the principal and the supervisor will meet to discuss completion of the plan. Both will sign the plan, signifying that the meeting was held.