

ACTIVITY

DOCUMENTATION OF PROFESSIONAL GROWTH

APPENDIX II D

Rev. 5/04

District _____ School _____ Date _____

Name _____ Certification(s): _____

Activity Location _____ A. _____

Date(s) of Activity _____ B. _____

Total Hours _____ (Designate areas below in #5.) C. _____

1. Title and Brief Description of Activity: D. _____

2. From your 3-year plan, list the school/district and/or individual goals(s) related to this activity:

3. Explain in detail how this activity is improving your teaching.

4. Using examples, explain how this activity is improving student learning.

5. Apply to Certification: #1 A. _____ hours B. _____ hours C. _____ hours D. _____ hours

* #2 _____ hours #3 _____ hours #4 _____ hours #5 _____ hours #6 _____ hours #7 _____ hours

* General Areas: Seven Major Professional Components (See PDMP pages 21, 22 or on the back of this form.)

6. Sign this form and give the original to your supervisor who will return a signed copy to you.

_____ Staff Member	_____ Administrator/Designee
Date: _____	Date: _____

General Areas: Seven Major Professional Components

In accordance with NH Ed512.02(g), the seven major professional components (General Areas) shall be considered when formulating an Individual Professional Development Plan.

1. Knowledge of subject or field of specialization shall include an understanding of the theory and content related to the educator's primary teaching or special service assignment. There may be more than one area of certification (i.e. teacher, elementary teacher and administrator.) The staff member must earn 30 hours in each area of certification.

Areas 2-7 are flexible 45 hours determined by the educator, administration, school goals and district needs.

2. Character and citizenship education shall include the following areas:
 - a. self-discipline, self-respect and self-control
 - b. truth and honesty with self and others
 - c. fairness, integrity and justice
 - d. respect, courtesy and human worth
 - e. responsibility to oneself and others
 - f. community service and responsible citizenship
 - g. privileges, duties and responsibilities of citizenship, including appreciation and respect for:
 - civic and social institutions of the United States and the federal government
 - the organization and operation of municipal, county, state and federal government
3. Professional skills shall include those skills necessary to carry out a job assignment, including, but not limited to:
 - a. methods of teaching
 - b. diagnosis of learning problems
 - c. design of instruction
 - d. evaluation of student work
 - e. student/parent conference techniques
4. Knowledge of learners and learning shall include understanding of the nature and development of learners as well as the various processes by which learning occurs including, but not limited to:
 - a. learning theories
 - b. developmental theory of children and adults
 - c. the characteristics of those with learning handicaps
 - d. the cognitive, affective and physiological processes of learning
5. Knowledge of the school's role, organization, and operation shall include an understanding of the school as an institution including but not limited to:
 - a. community and school relations
 - b. school law
 - c. school finance
 - d. how the institution changes over time
6. Exploratory or innovative activities shall include group or individual activities not related to components 1 and 5. For example: writing a professional article, assisting in a summer alternative school, making an original set of oral history tapes, creating a new game to stress the learning of fine motor skills.
7. Integration of technology in the school shall include:
 - a. using basic applications, such as word processing for communication, databases for managing information, spreadsheets for problem solving, and telecomputing for internet access
 - b. using technology tools to support curriculum, including curriculum frameworks
 - c. understanding the legal and ethical issues associated with the use of these technologies