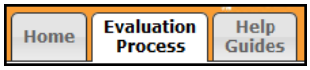
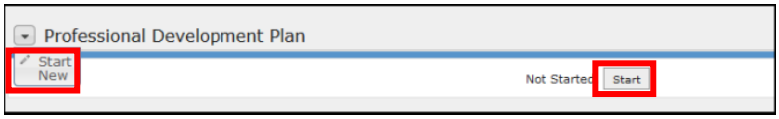
NC Educator Effectiveness System – Teacher's Guide
Professional Development Plan (PDP)

This guide outlines the steps that Teachers must complete for the Professional Development Plan in the North Carolina Educator Effectiveness System (EES).

Accessing your Professional Development Plan (PDP)

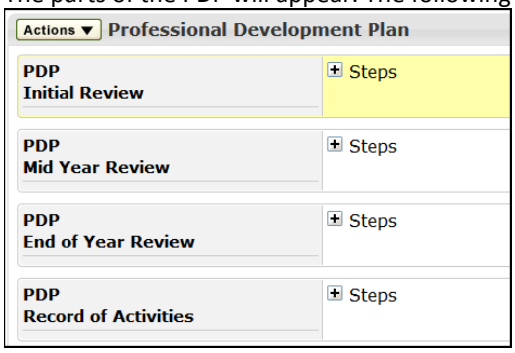
1. Click on the **Evaluation Process** tab 

2. In the **Professional Development Plan** section, Click on the Menu button that looks like a triangle, then **Start New** from the drop-down menu OR select the **Start** button.



If a Professional Development Plan is started, select **Edit** from the drop down menu.

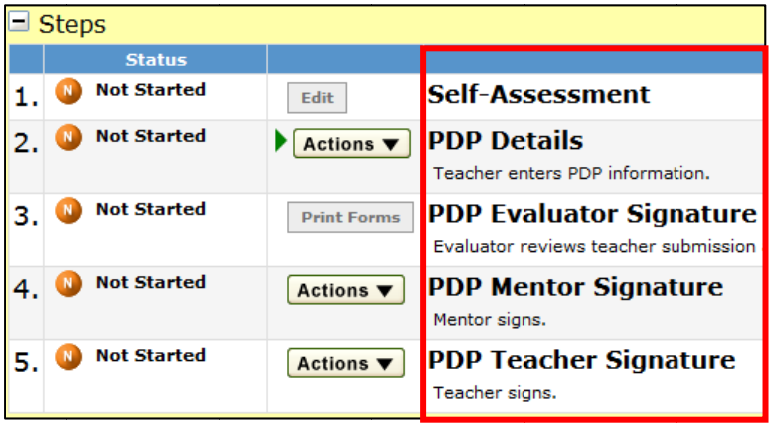
3. The parts of the PDP will appear. The following parts, or "containers" display:



Completing the PDP Initial Review

1. Click on the + next to the PDP Initial Review to expand the steps.

The following steps appear:



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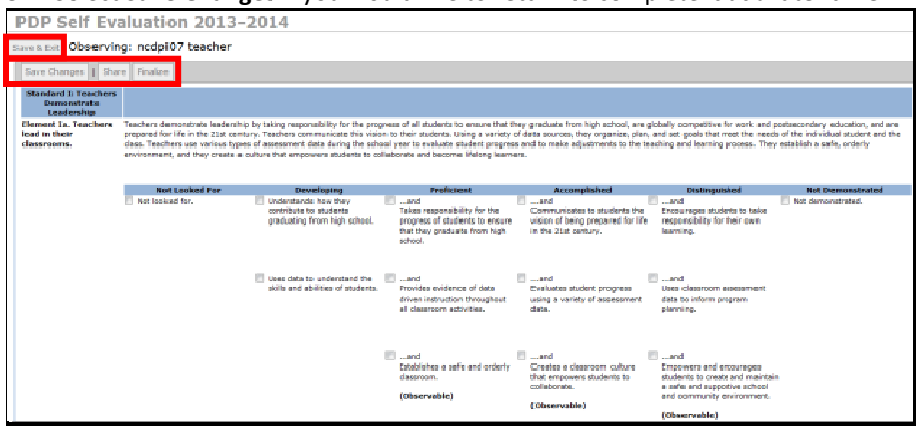
Step 1: Self-Assessment

1. Click the **Edit** button on Self-Assessment step.
2. Make selections for each standard/element.
3. Select **Save Changes** if you would like to return to complete it at a later time.



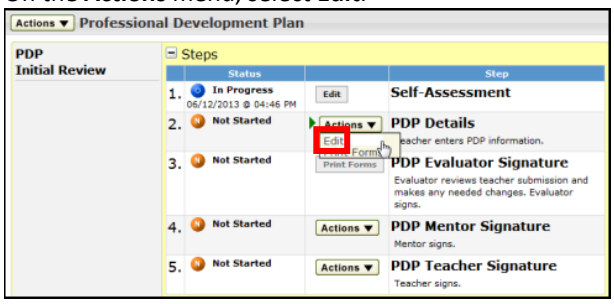
Note: You may choose to Share (make viewable) or Not Share your Self-Assessment The system defaults to NOT SHARED. Thus, if you would like your Evaluator to see your Self-Assessment, you must select the **Share** button. You may update the Share selection any time prior to clicking 'Mark Complete'.

4. Select **Share** to share your Self-Assessment with Evaluator(s) and Mentor(s).
5. Once you have finished your Self-Assessment and are ready to move on in the process, select **Finalize.**
6. **Save & Exit.**
7. Click **Mark Complete**

8. Click Ok on the drop down text box "The step Self-Assessment is now complete".
9. Status changes to Completed with date and time stamp.

Step 2: PDP Details

1. On the **Actions** menu, select **Edit**.



2. Click the **New** button.

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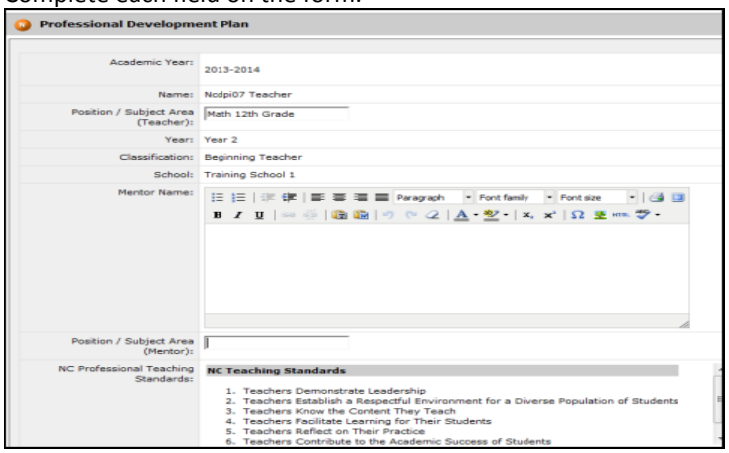
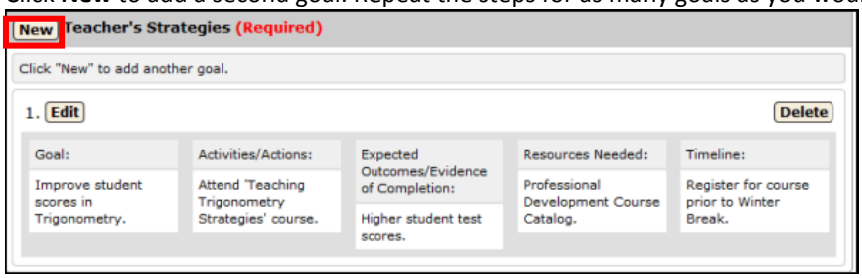
3. Complete each field on the form.

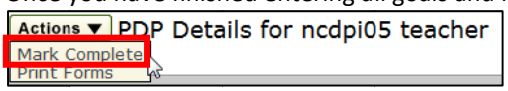


Note: The NC Professional Teacher Standards Ratings field will display your ratings from the prior year once they have been imported by the State.

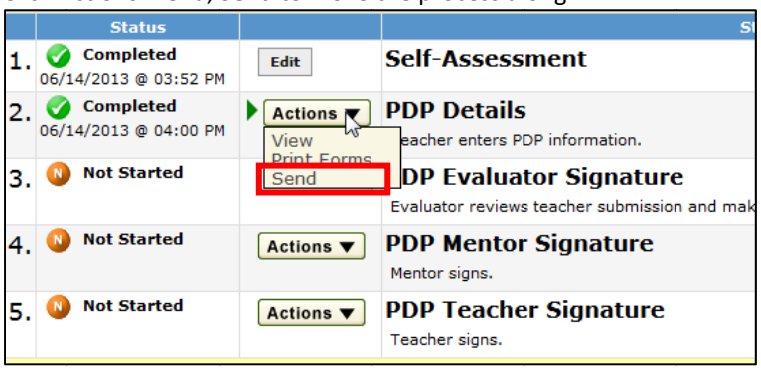
4. Click the **Save** button.
5. Click **New** next to Teacher' Strategies.
6. Enter information into each box.
7. Click **Save** when you have completed your first goal.
8. Click **New** to add a second goal. Repeat the steps for as many goals as you would like to enter.



9. Once you have finished entering all goals and related information, select **Mark Complete** from the Actions dropdown.



10. Click **Ok** on the drop down text box "The step PDP-Details is now complete".
11. Click Actions menu, **Send** to move the process along.



Step 3: PDP Evaluator Signature

The teacher and evaluator should meet to discuss the PDP. Together they review the plan, the evaluator enters comments, and the evaluator signs the PDP.

Step 4: PDP Mentor Signature

1. The teacher may or may not have a Mentor for the PDP. If the teacher has a Mentor, the Mentor will complete this step by adding any comments and signing the PDP.

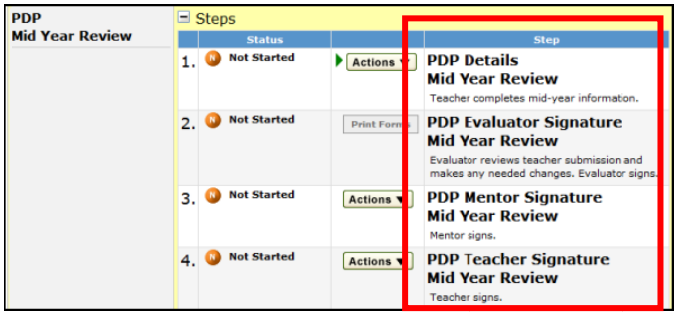
Step 5: PDP Teacher Signature

1. On the Actions button, select **Edit** on the PDP Teacher Signature step.
2. View the completed comments from the Evaluator and/or Mentor.
3. Click **Acknowledge** on the Signature form.

4. Select **Mark Complete** from the Actions menu.
5. Click Ok on the drop down text box "The step PDP-Teacher Signature is now complete"
6. From the Actions menu, click **Send** to move the process along.

Completing the PDP Mid-Year Review

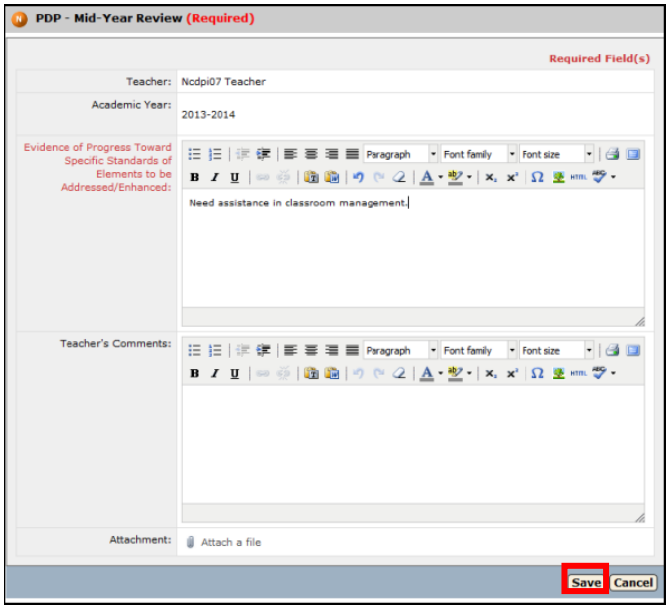
Click on the **+** sign on the Steps button of the PDP Initial Review to expand the steps. The following steps appear:



Step 1: PDP Details – Mid-Year Review

1. From the Actions button, select **Edit**.
2. Click the **New** button.

3. Enter the Evidence of Progress toward Specific Standards of Elements to be Addressed/Enhanced, as well as any Teacher comments for the Mid-Year Review.



4. Click **Save**.

5. Click **New** next to Teacher Strategies if you would like to add additional goal(s) for the Mid-Year Review.
6. Once you have finished entering all goals and related information, select **Mark Complete** from the Actions dropdown.
7. Click Ok on the drop down text box "The step PDP Details – Mid-Year Review is now complete"
8. From the Actions Menu, click **Send** to move the process along.

Step 2: PDP Evaluator Signature – Mid-Year Review

The teacher and evaluator should meet to discuss the PDP Mid-Year Review. Together they review the plan, the evaluator enters comments, and the evaluator signs the PDP Mid-Year Review. If the PDP is 'Directed', the Evaluator will have the ability to add goals and edit the PDP.

Step 3: PDP Mentor Signature – Mid-Year Review

The teacher may or may not have a Mentor for the PDP. If the teacher has a Mentor, the Mentor will complete this step by adding any comments and signing the PDP Mid-Year Review.

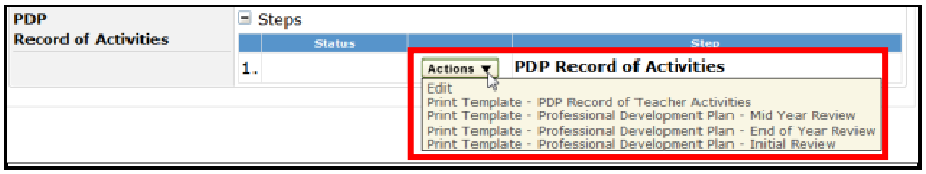
Step 4: PDP Teacher Signature – Mid-Year Review

1. Follow steps outlined above to add Teacher Signature to Mid-Year Review.
2. Click Ok on the drop down text box "The step PDP Teacher Signature – Mid-Year Review is now complete"
3. From the Actions menu select **Send** to move the process along.

The steps for the **PDP Mid-Year Review** are repeated for the **PDP End of Year Review**.

PDP Record of Activities

1. The PDP Record of Teacher Activities displays the signature details for the Teacher, Evaluator and Mentor for each step of the PDP.
2. On the Actions menu select Print Template – PDP Initial, Mid-Year, or End of Year Review to print each individual review with signature dates.



PDP Type

Evaluators are responsible for assigning the PDP Type (Individual, Monitored and Directed) and may change the type throughout the school year. All plans will default to Individual. Teacher's may view the current status of the PDP Type on the My Profile link located on the upper right of any page.

The PDP Type assigned will impact edit rights to the forms. Rules will be as follows:

- Individual: Both teacher and evaluator (accept Self-Assessment)
- Monitored: Both teacher and evaluator
- Directed: Evaluator only.

**If you are a Mentor for another teacher:

1. Click on the Evaluation Process tab
2. Next to My Evaluations, click on Staff Evaluations

3. Any teacher that the Principal has assigned you as a Mentor will be in the list displayed.

4. Click the dropdown arrow next to the name of the Teacher you would like to enter an Observation for and click **Edit Professional Development Plan.**
5. Click the '**+**' button to expand the steps.

PDP Mentor Signature

1. Once the Teacher has completed the PDP Details, you will be able to see the PDP for review.
2. Under the Actions drop-down menu, select **Edit**.
3. Enter text into the Comments box and click **Save.**
4. Click the **New** button to add comments in the Mentor's Comments box.
5. Click **Save**, then click **Accept** to Sign.
6. Select **Mark Complete** from the Actions menu.
7. Click Ok on the drop down text box "The step PDP Mentor Signature is now complete"
   These steps will be repeated for the PDP Mid-Year Review and the PDP End of Year Review for any staff where you are assigned as Mentor.