

Responsible:

Building:

Task:

This form is completed by the principal and submitted electronically to the Superintendent or designee using the TalentEd platform before the principal begins work on the PGP, collaborative, or extension goals. The plan is considered finalized when the document is signed electronically in TalentEd by both parties, indicating their agreement to the goals, activities, and supports for the current school year.

Professional Growth Plan

The PGP form is designed to facilitate the school-level administrator's professional development. The school-level administrator uses it to set PGP goals as well as to track and reflect on professional development or goal-related activities; the supervisor uses it to review and score the administrator's PGP progress at the conclusion of the evaluation cycle.

Goal 1 - Professional Growth: A goal addressing an area of needed growth or improvement informed by data, previous evaluation results, self-reflection, or self-assessment.

Use this model to develop your goal:

I will improve my ability to (state the practice you want to improve) by (state the learning), (state how and when I will do this) and (how and when I will apply the learning).

Goal Statement (SMART Goal) required

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Rationale: Why was this goal chosen? required

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Proposed Professional Learning Activity required

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Application: What will I do to apply the knowledge and skills I have learned? required

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Progress: How will progress and achievement be measured? required

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Outcomes: How will the professional learning impact professional practice? required

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Target Completion Date required

 Allowed format is MM/DD/YYYY Ex: 05/08/2021

Goal 2 - School or District Goal

Goal 2 - School or District Goal: A goal related to school or district improvement goals identified through the school improvement plan linked to the VIDE state priorities.

Goal Statement(SMART Goal) required

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Rationale:Why was this goal chosen? required

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Proposed Professional Learning Activity required

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Application:What will I do to apply the knowledge and skills I have learned? required

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Progress:How will progress and achievement be measured? required

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Outcomes:How will the professional learning impact professional practice? required

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Portfolio

The Principal portfolio is a principal-generated documentation of performance on the Five Essential Practices of School Leadership. The portfolio is assembled throughout the academic year and evaluated by the superintendent near the end of the school year, but before the principal's summative evaluation meeting. Five artifacts are required for the portfolio. The five artifacts should include the Virgin Islands System of Support(VISOS) document, completed teacher evaluation documents, PGP, Parent Engagement, and one

artifact for a leadership practice of their choice. For each artifact collected, the principal provides an explanation of how the artifact demonstrates his/her performance on the corresponding leadership practice.

Artifact 1: Virgin Islands System of Support

All principals are required to write and implement VISOS, as part of the school improvement process. The VISOS plan includes staff development, curriculum/instructional improvement, and school safety plans. All principals will submit documents showing school-level implementation of the VISOS process and plans to improve VISOS.

Leadership Practice Addressed required

Practice Indicator required

Possible Artifacts: required

As part of the portfolio planning, the principal may consider what might serve as evidence of the principal's leadership practice.

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Artifact 2: Completed Teacher Evaluation Documents

All principals are required to evaluate teachers annually. The principal will select one set of completed teacher evaluation forms considered representative of his/her teacher evaluation practice for review. The submission should include:

Teacher Observation Danielson Framework for Teaching - 1

Teacher Observation Danielson Framework for Teaching - 2

Teacher Portfolio Reflection Form

Teacher Portfolio Scoring Form

Teacher Summative Evaluation written documents

Video of teacher feedback session

Additionally, the principal will submit teacher evaluation completion data for his or her school.

Leadership Practice Addressed required

Practice Indicator required

Possible Artifacts: required

As part of the portfolio planning, the principal may consider what might serve as evidence of the principal 's leadership practice.

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Artifact 3: Professional Growth Plan Completion Evidence

All principals include a professional growth plan using the same format in TalentEd, the electronic performance management system. The principal will submit evidence of PGP completion with his or her portfolio.

Leadership Practice Addressed required

Practice Indicator required

Possible Artifacts: required

As part of the portfolio planning, the principal may consider what might serve as evidence of the principal 's leadership practice.

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Artifact 4: Parent Engagement Plan

Each principal will submit the school parent engagement plan and evidence of parent engagement plan implementation for review.

Leadership Practice Addressed required

Practice Indicator required

Possible Artifacts: required

As part of the portfolio planning, the principal may consider what might serve as evidence of the principal 's leadership practice.

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Artifact 5: Choice Artifact

The "Choice" artifact is selected by the principal to highlight new and different leadership activities occurring within the school that provides performance evidence. The choice artifact should highlight how leadership supported innovation or addressed challenges in the school.

Leadership Practice Addressed required

Practice Indicator required

Possible Artifacts: required

As part of the portfolio planning, the principal may consider what might serve as evidence of the principal 's leadership practice.

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