

2014-15 Support Staff - Personal Professional Development Plan

SMART Professional Development goals are:

Specific – *What? Why? How?*

Measurable – *How will I measure progress & know when I've achieved my goal?*

Attainable - *Is my goal challenging but still possible to achieve?*

Realistic – *Is this goal do-able?*

Time-bound – *What is my timeframe for this goal?*

Directions: Use the SMART goal strategy to identify 1-3 Professional Development goals identified as priorities for the coming year and complete the grid.

Professional Development Goal(s) for 2014-15 <i>What do I hope to accomplish?</i>	Reason for Choosing this Goal <i>How will this impact my learners?</i> <i>How will this help me do my job?</i>	Steps & Strategies for Meeting this Goal <i>What PD resources do I expect to use to meet this goal?</i>	Measure of Achievement <i>How will I know that I have achieved this goal?</i>
Develop a professional development training rubric for MPS support staff based on the new ATLAS Support Service Staff Certification model.	This rubric will allow AE Support Staff to incorporate MDE approved Support Services certification criteria with the required annual MPS Associate Educator PD. By focusing on goals directly related to our work we would be able to use our time more efficiently, gain new or improved skills, knowledge and growth opportunities that will positively impact AE learners.	I will use the ATLAS Support Service Staff Certification model to develop this rubric. I will include four focus areas; ABE program and policy, customer service, technology, and effective work culture. Each quadrant will include 3-4 activities that will demonstrate the necessary skills to attain certification.	<u>November 2014</u>-I will provide my supervisor with a general overview of my intent. <u>Mid-December</u>-I will meet with my supervisor to discuss my ideas for inclusion in the rubric. <u>January 2015</u>-I will share the first draft with my supervisor. <u>February</u>-Revisions will be made and the rubric will be ready for review and approval. <u>March</u>-Final approval by my supervisor will be the final measure of achievement.

Support Staff Signature _____

Date _____

AE Program Manager/Supervisor Signature (indicates satisfactory completion) _____