

PROFESSIONAL DEVELOPMENT PLAN
Professional-Technical Education Personnel

C4

Date: _____, _____ To: _____, _____

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. It shall be filed with the Professional-Technical Certification Office, PO Box 83720, Boise, ID 83720-0095.

Name:		SS#	
Home Address:		Phone:	
Work Address:		Phone:	
Current Position:			
Current Credential(s) Held:			
Credential(s) Sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar	Location of Activity/University	Date(s) Planned	Credit/Clock Hours
Local Supervisor:	Professional-Technical Teacher Educator:		
Title/Institution::	Title/Institution:		
Teacher Educator's Signature:	Date:		
Supervisor Signature:	Date:		
Your Signature:	Date:		
REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET AND SEND A COPY TO THE COORDINATOR FOR PROFESSIONAL-TECHNICAL CERTIFICATION AT THE ADDRESS SHOWN ABOVE.			
Received by the Professional-Technical Certification Office, SDPTE, on Date:			

PROFESSIONAL DEVELOPMENT PLAN C4-1 **INDIVIDUALIZED NEEDS ASSESSMENT**

Identified below are topic areas that might be identified as areas of personal need. Some of these areas might relate to a specific class, workshop, or seminar that is available to professional-technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

Needs Related Directly to Instruction

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| <p>_____ Planning, development and evaluation.
Surveys adv. committee, occ. analysis</p> <p>_____ Platform skills/instructional execution/basic methods.</p> <p>_____ Managing instruction. Budgeting, filing, inventory, records.</p> <p>_____ School-community relations. Public relations aspects.</p> <p>_____ Professional role development. Teaching profession, establishing a philosophy.</p> <p>_____ Implementing competency-based education. Materials and organization.</p> <p>_____ Assisting students in improving their basic skills. Communications and math.</p> <p>_____ Conferencing techniques. Planning for and conducting small/large conferences.</p> <p>_____ Human development. Theories of learning related to human growth and development.</p> <p>_____ Research. How to read and use the information from research.</p> <p>_____ Laboratory management. Safety, layout of equipment, organizing student, maintenance.</p> <p>_____ Related area coursework in: _____</p> | <p>_____ Instructional planning. Develop units of instruction, prepare materials/learners.</p> <p>_____ Evaluating instruction. Assessing learner performance.</p> <p>_____ Professional-technical guidance. Gathering student data, providing information/education and careers.</p> <p>_____ Establishing and maintaining a professional-technical student organization.</p> <p>_____ Coordinating a cooperative professional-technical education program.</p> <p>_____ Special needs students in professional-technical education program. How to teach and meet their needs.</p> <p>_____ Computer applications in professional-technical education.</p> <p>_____ Statistics. Reading, understanding, and utilizing statistical information.</p> <p>_____ Multicultural students. Their needs and interests and how to relate to them.</p> <p>_____ Occupational upgrade.</p> |
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Administrative/Supervisory/Master Teacher Needs

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| <p>_____ Local program planning, development, and evaluation</p> <p>_____ Managing student recruitment and retention</p> <p>_____ Appraising staff development needs and planning for staff development.</p> <p>_____ Business and financial management.</p> <p>_____ Communication.</p> <p>_____ Research. How to conduct research and analyze and utilize findings.</p> | <p>_____ Coordination of professional-technical programs.</p> <p>_____ Administration and supervisors of professional-technical programs, and curriculum development.</p> <p>_____ Personnel and personnel affairs management.</p> <p>_____ Facilities planning and maintenance.</p> <p>_____ Establishing linkages with industry.</p> <p>_____ Supervisorship/foremanship.</p> |
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