Directions for
Principal's Professional Development Plan (PDP)
Revised 2/16/2012

1. At the end of each evaluative cycle, and before writing the next year's PDP, the principal should engage in professional self-assessment and reflection regarding his/her prior year's formal summative evaluation results. According to South Carolina Statute (59-24-30 and 59-24-40), the PDP should then be based upon the principal's professional strengths and weaknesses, as well as the school and district renewal/strategic plans.

2. The principal, in collaboration with his/her supervisor, will analyze school/student achievement data to determine the PDP goals for the next evaluative cycle. Those goals will be entered on the PDP form, along with their relationship to the student assessment results, the principal's prior summative evaluation, the school renewal/strategic plan, and/or the district renewal/strategic plan. (While the PDP template allows for two goals, the number of goals for each principal will vary. Additional pages may be added.)

3. The principal will identify the specific strategies to be used to meet the identified goals. He/She will establish benchmarks (timeline) and completion date. The completion date should fall within the annual evaluation cycle.

4. The principal and supervisor will review the PDP in a planning conference. When the goals have been agreed upon, both the principal and the supervisor(s) will sign the plan. The principal and the supervisor will retain copies of the signed PDP.

5. **At least** at mid-year and end-of-year conferences, the principal and his/her supervisor(s) will discuss progress toward meeting the goals. Signatures on the PDP should reflect the dates of the mid-year conference(s). The principal should be ready to present evidence of completion of the goals before the principal and the supervisor meet to discuss the PDP at the end of the school year. Both will sign the plan at the end-of-year conference, signifying that the meeting was held. The supervisor may also include end-of-year comments regarding results of the PDP or suggestions for future goals.