

# TECTA Individual Professional Development Plan (IPDP)



## 1. SELF-ASSESSMENT

Name	What do I already know and what skills do I have?	I plan to increase my knowledge or skills in each of these areas:
<i>Example: Health, Safety, and Nutrition</i>	<ul style="list-style-type: none"> <li>• <i>Perform safety checks of space indoor/outdoor</i></li> <li>• <i>Supervise children</i></li> <li>• <i>Teach and model proper hygiene</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Understanding more about children's allergies</i></li> <li>• <i>Renewing my CPR</i></li> <li>• <i>Reviewing my program's health policies</i></li> </ul>
1. Child Development and Learning		
2. Health, Safety, and Nutrition		
3. Family and Community Relationships and Engagement		
4. Observing, Documenting, and Assessing		
5. Learning Environment		
6. Building Meaningful Curriculum		
7. Leadership and Professionalism		
8. Organizational Development and Administration		

This project is funded through a contract with the Tennessee Department of Human Services and Tennessee State University, Center of Excellence for Learning Sciences.

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### 2. GOALS, STRATEGIES, TIMELINE

Based on the areas you identified in your Self-Assessment, think about what you will do next. These are your **goals**. They should be specific and clear. **Strategies** should be specific, such as gathering materials, interviewing specific people, visiting specific places to observe, etc. Add **resources** like written materials you will read, websites you will explore, funding needed to attend events, and so on. Finally, think about how long it will take to reach your goal. This is your **timeline**. Put a month and year next to each goal and/or strategy showing when you expect to complete it or check in on your progress. This is the **status**.

Goals	Strategies to accomplish this goal	What do I need to accomplish my goal? (Resources)	Timeline	Status
<p><i>Example:</i> I will identify common children's allergies and how to prevent reactions</p>	<ul style="list-style-type: none"> <li>• Review health policies; talk with the director about common health allergies in the program</li> <li>• Call the local health department for resources</li> <li>• Go online to research the specific allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Computer time (at library)</li> <li>• Phone number of local health department.</li> </ul>	<p>December 2018</p>	<p>April 17<sup>th</sup> – called the health dept. and they are sending resources and samples</p>

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### 3. REVIEW TIME LINE

Based on the areas you identified on your Self- Assessment, and your goals and strategies identified on page 2, use this page to support your career development. This page should be used periodically to monitor progress toward your career goals and identify your achievements. This page is intended to be completed with your supervisor and/or with your TA practitioner/Coach/Mentor. This page may be duplicated to record periodic reviews for each goal.

<b>Goal:</b>	
Evidence Towards Completion of Goal (e.g. certificates of completion, transcripts, steps taken, etc.)	
Teacher/Assistant Teacher Comments:	Supervisor Comments:
Teacher Signature:	Supervisor Signature:
TA Practitioner/Coach/Mentor Comments (if applicable):	Additional Notes:
Teacher Signature:	Teacher Signature: