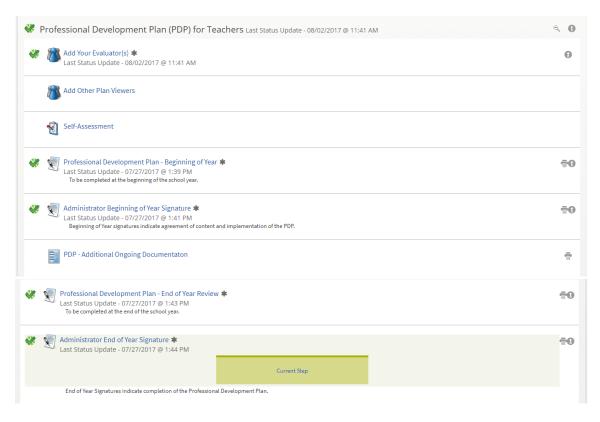
Screenshot of Escambia County's Professional Development Plan in the Teacher's PDP/E3 Plan.

The PDP container contains 8 steps. The teacher links to the evaluator in the first step, "Add Your Evaluator". The teacher may choose to select a plan viewer that has viewing rights only in the next step "Add Plan Viewer". If the teacher is new to district or teaching in a new area, the teacher completes a self-assessment of the 22 components of the Danielson Frameworks in the "Self-Assessment" step. The ratings from the 2016-2017 evaluation performance is embedded within the "Beginning of Year PDP" step. The teacher develops a professional development plan (PDP) in the "Beginning of Year" step after reviewing his or her student performance data from the previous year. When the teacher completes the PDP BOY, they will "Save", then "Accept" at the bottom and the screen will return to the list of eight steps, with the Beginning of Year PDP showing green and having a "Submit" button clearly visible in the middle. Click on "Submit" to send the plan to the evaluator. If the PDP responses are incomplete, you will not get an accept button at the bottom. If the PDP has been submitted properly, then the teacher's PDP BOY step will have a green check and the evaluator's next step will have the In-Progress symbol activated. The evaluator signs off on the plan in the "Administrator Beginning of Year Signature" step. The teacher may upload documentation all year long in the "PDP Additional Ongoing Documentation" step that provides supporting evidence for the goals set in his/her professional development plan. At the end of the year, the teacher reviews the plan and completes the required review questions in the "PDP End of Year Review" step, following the same steps as highlighted above for the "PDP Beginning of Year" step. The evaluator signs off in the last step, "Administrator End of Year Signature" to verify that the teacher has met his/her professional development goals for the year. A green check at the top, on the left of the Title "Professional Development Plan (PDP) for Teachers" will indicate completion of the PDP and add 2% to the Preliminary Danielson Score portion of the teacher's annual performance evaluation.



The teacher completes all parts marked with an *. When all required responses are completed and saved, you will see the "Accept" or "Reject" buttons at the bottom. You must scroll down to see the "Accept" button. Select "Accept" to move your plan to your evaluator.

