

PROFESSIONAL DEVELOPMENT



File Professional Development Plan and Annual Record of Professional Development in Employee Personnel Folders.

Section 380.1527 of The Revised School Code requires that all teachers in Michigan must be provided by the Academy at least 5 days of professional development annually. (Note that this a requirement also applies to new teachers – and it is over and above the “15 days-over-three-years” required in Section 380.1526.)

The content of the Professional Development should be determined by individual teacher needs with respect to the building School Improvement Plan Goals, Strategies and Activities. Individual teachers should complete an Individual Professional Development Plan which is specific to their needs as aligned with the School Improvement Plan.

To comply with these requirements, the following must be kept in the employee’s personnel folder, in the order listed:

1. A completed copy of the “Professional Development Plan” for each teacher, signed by the teacher and principal.
2. A copy of the “Annual Record of Professional Development” for each teacher (including new teachers) signed by the principal and teacher.

The status of professional development for all teachers is included on the Employee Verification Report spreadsheet.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate.