



# St. Helena Parish School District

A Relentless Pursuit of Excellence

July 24, 2018

TO: Central Office Staff and School Leadership Team Members

FROM: Kelli Joseph, Ed.D.  
Superintendent

RE: **PROFESSIONAL GROWTH PLANS**

A copy of the Professional Growth Plan is enclosed. This school year presents opportunities to make new plans, design new strategies, and implement existing programs with a renewed sense of fidelity. There is always room for improvement and for new ways to do a good job even better. This year, we must concentrate on the processes that promote continuing advancement; evaluating our role in our school district, determining what we can do to improve, and identifying what we need to make those improvements. Our focus for the future should be on service and excellence.

As we all know, our goal is to raise student achievement by providing an excellent education of all the students in our school district. With this thought in mind, the philosophy, attitude, dress, and action of district administrators becomes so very important. Not long ago, I read a sign posted on a wall of a very successful business. I believe the philosophy is as appropriate to schools and the district office as it is to a business. Therefore, I have chosen to substitute the word *student* for customer.

- A *student* is the most important person in any school.
  - A *student* is not an interruption of our work – he or she is the purpose of it.
  - A *student* is not just a statistic. He or she is a flesh-and-blood human being with feelings and emotions like us.
  - A *student* is one who comes to us with needs and/or wants. It is our job to fill them.
  - A *student* is deserving of the most courteous and attentive treatment that we can provide.
  - A *student* is the lifeblood of this and every other school. Without him or her, we would have to close our doors.
- Please read the information below to help guide the development of your PGPs.

## OBJECTIVES

1. You should have two objectives. One personal, the other professional. Each objective, however, must be relevant to your scope of work. **The District-Wide Goal-Specific Objective (Professional) MUST include a quantitative measure.**
2. Use the AdvancEd “Opportunities for Improvement” to develop your PGP objectives. Using this information will ensure alignment to the vision of our school district.
3. Create objectives that will improve your department/office. Think globally as you create your objectives.

## SPECIFIC ACTION STEP

1. Action steps are specific activities you will complete to achieve your objective. (Create systems or procedures that will improve the functions of the school district.)
2. Be specific.

## CRITERIA FOR EVALUATION

1. List items that will verify the completion of each of your plans of action. **Provide evidence.**

## PROJECT COMPLETION DATE

1. Using “on-going” as a projected completion date will not suffice. Establish completion dates for each action item.

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### District Vision:

To develop a productive educational system for change that increases student achievement, develops educator effectiveness and builds public confidence.



**ST. HELENA PARISH SCHOOL DISTRICT | 2018 PROFESSIONAL GROWTH PLAN**  
**Personal Objective**

EVALUATEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

WORK SITE: \_\_\_\_\_

**OBJECTIVE #1: (What do you want to strengthen?)** Increase my level of professionalism with co-workers, parents, and other staff members.

**RATIONALE: (Why do you want to strengthen?)** If we are to be taken seriously as educators, we must take our roles seriously by demonstrating professional behaviors every day. Demonstrating professionalism is important at all levels within an organization. Professionalism can benefit our reputation, morale and success as a school system. All people should demonstrate the skill of professionalism to show colleagues their supportive and team-player side. Professionalism will go a long way in my personal career success, as well as the success of the school district.

What is your SPECIFIC ACTION STEP?	What is your CRITERIA FOR EVALUATION?	Projected COMPLETION DATE	DATE & SIGNATURE OF EVALUATEE & EVALUATOR WHEN COMPLETED

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_



**ST. HELENA PARISH SCHOOL DISTRICT | 2018 PROFESSIONAL GROWTH PLAN**  
**District-Wide Goal-Specific Objective (Professional)**

EVALUATEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

WORK SITE: \_\_\_\_\_

**OBJECTIVE #2: (What academic/social/organizational goal would you like to accomplish?)**

\_\_\_\_\_

\_\_\_\_\_

**QUANTIFIABLE MEASURE: (Use percentages, numbers, or amount. Include current benchmark)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your PLAN OF ACTION?	What is your CRITERIA FOR EVALUATION?	Projected COMPLETION DATE	DATE & SIGNATURE OF EVALUATEE & EVALUATOR WHEN COMPLETED

Evaluatee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_