



## PCTI School Professional Development Plan

District Name	School Name	Principal Name	Plan Begin/End Dates
Passaic County Technical Vocational Schools	Passaic County Technical Institute	Antonio L. Garcia	7/1/23-6/30/24

### 1: Professional Learning Goals

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	PCTI will support a healthy and safe environment for all students, faculty, and staff in which to excel by following the CDC, state, county, and local boards of health guidance.	Administrators, Teachers, Support staff, Students	PCTI will implement the district Safety Plan and ensure all health and safety mandates are followed. This action will assist in providing administrators, faculty, staff, and students the ability to focus on teaching and learning in a healthy and safe environment.
2	PCTI will use student performance data to identify patterns, trends, and areas of focus and implement intervention systems, enrichment programs that support student achievement.	Principal, Assistant Principals, Supervisors, and Teachers	PCTI will disaggregate the data and actively use it to drive informed decisions to implement instructional effectiveness and identify curriculum and assessments gaps for improvement purposes. Data analysis is the cornerstone of identifying areas of strength and areas of focus when tracking student performance. Various data sets must be explored to gain a holistic picture of student performance and provide targeted support for their success in and out of the classroom. Academic performance and consistent student attendance are college and career readiness skills as well as predictors of student success.



3	PCTI will support the professional growth and development of all faculty members and leaders to support the provision of high-quality instruction to enhance student achievement.	Administrators, school counselors, attendance officers, and teachers	PCTI will support the growth and development of all faculty, staff, and administrators by allowing and implementing targeted Professional Development opportunities that promote enhanced student and faculty achievement and performance.
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## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>Collaborate with the district health officer and central office administration to support the district Safety Plan.</li> <li>Provide clear communication of all safety guidelines.</li> <li>Continue to support of an SEL program to address the social emotional needs of students, faculty, and staff.</li> </ul>	<ul style="list-style-type: none"> <li>Update the School Safety Plan as needed.</li> <li>Provide clear communication to all stakeholders about guideline changes and updates that impact health and safety changes within and on school grounds.</li> <li>Grow the SEL program and workshops to address social/emotional issues of students, faculty, and staff.</li> </ul>
2	<ul style="list-style-type: none"> <li>Implement Canvas Mastery as the new data management system.</li> <li>The supervisor of testing will assist administrators in monitoring the progress of all student performance via various data sets.</li> <li>Grade-level assistant principals will monitor student performance to communicate support and intervention systems that may assist with the improve of performance in targeted courses.</li> <li>School counselors will assist assistant principals in monitoring student performance, communicating with parents, and ensuring that the students are on track to be successful in the completion of required credits.</li> </ul>	<ul style="list-style-type: none"> <li>Review and analysis of trimester student performance reports</li> <li>Review and analysis of periodic at-risk reports with appropriate staff.</li> <li>Review and analysis of Start Strong performance reports.</li> <li>Provision of Intervention &amp; Referral Services when appropriate.</li> <li>Scheduling of parent and student conferences when warranted.</li> <li>Schedule attendance meetings and monitor the documentation issued to parents/students.</li> <li>Ensure staff provide a sufficient number and variety of assignments for student growth.</li> <li>Ensure the staff gradebooks are accurate and up to date.</li> </ul>





3	<ul style="list-style-type: none"> <li>Teachers will have the option to attend out-of-district professional development workshops with the approval of the PCTVS Board of Education.</li> <li>Administrators will have the option to attend out-of-district professional development workshops which are related to their job responsibilities and have the prior approval of the administration.</li> <li>District-wide professional development will be scheduled throughout the school year. Mandatory training will be available for all to attend either virtually or in-person.</li> <li>Department meetings will be used for professional development purposes and allow for teachers to have common planning time in order to ensure that vertical and horizontal articulation occurs in all curriculum content areas.</li> </ul>	<ul style="list-style-type: none"> <li>Review and recommend PD requests for administrators and teachers.</li> <li>Schedule district-wide PD for all faculty and staff.</li> <li>Provided department meeting PD.</li> <li>Formal observations with effective and meaningful feedback.</li> <li>Ensure the implementation of Professional Improvement Plans (PIP).</li> <li>Instructional Coach PD sessions: whole group, small group, and individual.</li> <li>School Improvement Panel Meetings.</li> <li>Faculty Surveys to determine staff needs.</li> <li>Review of state mandates to determine future PD.</li> </ul>
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### 3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	<ul style="list-style-type: none"> <li>Collaborate with the PCTVS Central Office and the DCL STEM Academy administration to review, establish, and implement PCTVS's safety plan.</li> </ul>	<ul style="list-style-type: none"> <li>Survey stakeholders to gather input into different initiatives.</li> <li>Periodic evaluation of the School Safety Plan and adjust as necessary.</li> <li>Draft and distribute communications as needed.</li> </ul>



2	<ul style="list-style-type: none"> <li>• New Teacher Orientation in August of 2023</li> <li>• Mentoring Program provided for all teachers new to the district</li> <li>• District PD Plan</li> <li>• State mandated PD</li> <li>• Funding of PD workshops</li> <li>• Allocate two district wide PD days in the school calendar</li> <li>• Instructional Technology Coach Support</li> </ul>	<ul style="list-style-type: none"> <li>• Formal Observations</li> <li>• Informal Observations/Walkthroughs</li> <li>• Supervisor availability and ongoing support</li> <li>• Peer support and guidance</li> <li>• Learning Walks</li> <li>• Professional Learning Communities</li> <li>• Teacher-driven professional development and peer observations</li> </ul>
3	<ul style="list-style-type: none"> <li>• NJ Performance Report Card</li> <li>• Student Performance Data</li> <li>• PowerSchool Student Performance Reports</li> <li>• Start Stronge Student Performance Reports</li> <li>• iReady Student Performance Reports</li> <li>• NJSLA Student Performance Reports</li> <li>• PowerSchool Performance Matters Platform</li> <li>• Common Standardized Assessment Reports (PSAT, ACT, SAT, ASVAB)</li> </ul>	<ul style="list-style-type: none"> <li>• Canvas Mastery Trimester Assessments</li> <li>• Trimesters Grades</li> <li>• Attendance Reports for At-Risk students</li> <li>• Student Contracts</li> <li>• Various Student Performance Reports</li> </ul>

**4: Progress Summary**

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
1		



2		
3		

Signature:

*A. Garcia*  
Principal Signature

*7/27/23*  
Date