



## Professional Development Requirements for Principals and Supervisors (N.J.A.C. 6A:9C-3.4, 6A:9B-11, 6A:9C-3.3, 6A:9C-3.7)

As of July 1, 2013, [professional development regulations](#) have been revised to reflect the recommendations of the Governor’s 2012 Education Transformation Task Force Report and the requirements of the TEACHNJ Act. They apply to all district boards of education, charter schools, and nonpublic schools who choose to follow the state’s requirements and whose staff members hold positions that require the possession of administrative certificates. New requirements for school leaders apply to all active school leaders serving on a permanent or interim basis whose positions require possession of the chief school administrator (CSA), principal, or supervisor endorsement.

### Comparison of Previous and New Requirements

PD Planning Element	Previous Requirements	New Requirements (as of July 1, 2013)	Notes
<b>Title</b>	Professional Growth Plan (PGP)	Professional Development Plan (PDP)	
<b>Developed by</b>	Principal/supervisor in consultation with CSA/designee (to set the goals) and self-selected peer review committee	Principal/supervisor in consultation with CSA/designee (or with mentor while principal is under provisional certification)	
<b>Duration</b>	3 years, on a September to September cycle	<ul style="list-style-type: none"> <li>• 1 year</li> <li>• July 1 - June 30 annual cycle</li> </ul>	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• PD activities grounded in improving teaching, learning, and student achievement derived from professional goals that address specific district or school needs</li> <li>• Separate detailed requirements for training in ethics/law/governance topics</li> </ul>	<ul style="list-style-type: none"> <li>• PD activities grounded in improving teaching, learning, and student achievement derived from (1) professional goals that address specific individual, school, or district needs, (2) annual performance evaluation, and (3) district PD plan</li> <li>• PD activities as needed in ethics/law/governance, including harassment/intimidation/bullying</li> </ul>	
<b>Aligned to</b>	<ul style="list-style-type: none"> <li>• NJ Professional Standards for School Leaders</li> <li>• NJ Professional Development Standards</li> </ul>	<ul style="list-style-type: none"> <li>• NJ Professional Standards for School Leaders</li> <li>• NJ Standards for Professional Learning</li> </ul>	See <a href="#">Overview of Revised PD Standards</a>
<b>Certified by</b>	Self-selected peer review committee that recommends certification of plan to CSA, who then certifies	CSA or designee (Mid-year meeting with CSA required to assess progress)	
<b>Required Documentation</b>	Evidence of plan fulfillment including (1) narrative account detailing plan goals and achievement, and (2) documentation of professional growth activities	Evidence of plan fulfillment including (1) narrative account detailing plan goals and achievement, and (2) documentation of professional growth activities	



### Principal/Supervisor Professional Development Plans

All active principals (including vice/assistant principals) and supervisors are required to create, implement, and complete an annual individual PDP in collaboration with the CSA or designee.

- Leaders whose positions require a CSA endorsement but who do not serve as a district CSA must develop an annual PDP in collaboration with the CSA (or designee) and meet the other requirements for principals and supervisors below.
- For principals under a provisional certificate working with a mentor, the individualized mentoring plan will take the place of the required PDP. At the completion of the mentoring period, the mentor and principal should work together to create the next PDP.

The PDP for school leaders must:

- Align with the [New Jersey Professional Standards for School Leaders](#) and the [Standards for Professional Learning](#);
- Derive from the results of observations, evidence, and recommendations included in the CSA's annual performance evaluation;
- Identify professional goals that address specific individual, school, and/or school district goals;
- Ground activities in objectives related to teaching, learning, and student achievement and in support of the district PDP; and
- Address requirements in ethics, law, and governance, including policies to address harassment, intimidation, and bullying and other statutory requirements related to student well-being.

The PDP should specify the **professional learning goals** that are necessary for the principal or supervisor to meet so that s/he has the knowledge and skills to address school performance goals. In creating the PDP, school leaders should review [New Jersey's Definition of Professional Development and the Standards for Professional Learning](#), which are intended to inform educators about the essential content, conditions, and attributes for effective professional learning.

### Implementing the PDP

The principal or supervisor must meet with the CSA or designee at mid-year to assess progress toward completion or modification of the PDP. At the end of the year, the CSA or designee will review the PDP status as part of the leader's annual performance evaluation. As part of this PDP status review, principals and supervisors must provide the CSA with annual evidence of progress, which must include:

- A narrative account detailing plan goals and their achievement, and
- Documentation of professional growth activities such as participation in school/district-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county, and/or state associations and organizations; school and district collaborative teams; and virtual learning communities.

In addition, as part of the annual review, leaders and their CSAs should identify any training or informational needs with regard to the ethics, law, and governance requirement to ensure current knowledge in these areas.

### For More Information

- Visit <http://www.nj.gov/education/profdev/ipdp/> to view the optional principal/supervisor PDP template and a sample plan.
- Email [teachpd@doe.state.nj.us](mailto:teachpd@doe.state.nj.us).