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April 1, 2014

TO: Chief School Administrators
Charter School Lead Persons
School Leaders

ROUTE TO: All district principals and assistant/vice principals

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer *PS*
Division of Teacher and Leader Effectiveness

SUBJECT: Professional Development Planning Materials

The New Jersey Department of Education (“the Department”) continues to provide guidance and resources related to revised professional development regulations that became effective on July 1, 2013. Today, we are sharing several new resources to assist school and district leaders in creating individual, school, and district professional development (PD) plans for the 2014-15 school year. When drafting these plans, please keep in mind that with the adoption of the revised regulations, the PD “year” is considered to run from July 1 through June 30. Thus, all the plans should be drafted before the end of the current school year (the specific timeline remains at the discretion of each district). We also encourage you to think of these plans as living documents that may be revised during the year if necessary.

Professional Development Planning Materials

We have posted new optional materials to help guide the development of Professional Development Plans (PDPs). The overview guidance was previously released and is listed below for reference. The templates and sample plans are newly posted:

- Principal/Supervisor PDPs
 - [Overview of Principal/Supervisor PDP Requirements](#)
 - Optional Principal/Supervisor PDP Template and Sample ([Word](#) | [PDF](#))
 - [Optional Blank Principal/Supervisor PDP Template](#)
- Chief School Administrator (CSA) PDPs
 - [Overview of CSA PDP Requirements](#)
 - Optional CSA Template and Sample ([Word](#) | [PDF](#))
 - [Optional Blank CSA PDP Template](#)

- School PDPs
 - [Overview of School PDP Requirements](#)
 - Optional School PDP Template and Sample ([Word](#) | [PDF](#))
 - [Optional Blank School PDP Template](#)
- District PDPs
 - [Overview of District PDP Requirements.](#)
 - Optional District PDP Template and Sample ([Word](#) | [PDF](#))
 - [Optional Blank District PDP Template](#)

Updated Website

We have updated our [Professional Development Website](#) to streamline materials and make the site more user-friendly. All of the guidance materials we have released to date are arranged here according to topic. We will continue to update the site with new resources and encourage you to send feedback and suggestions to teachpd@doe.state.nj.us. We also encourage you to send us your examples of PD plans of all types so that we can continue to refine our guidance materials. Thank you for your collaboration.

PS/CP/JP/04-1-14 Broadcast Memo PD Planning Requirements.doc

c: Members, State Board of Education
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