

# Appendix D

## Annual Learning Plan (ALP)

### (Sample Completed Form for a Secondary Teacher)\*\*

The purpose of the Annual Learning Plan (ALP) is to provide a meaningful vehicle to support experienced teachers' professional learning and growth in the evaluation year and for the intervening years between appraisals. The ALP is teacher authored and directed, and is developed in a consultative and collaborative manner with the principal.

#### ALP Requirements

- Experienced teachers are required to have an ALP each year that includes their professional growth goals, as well as their proposed action plan with timelines for achieving those goals.
- Teachers who move from the new teacher's appraisal process to the experienced teacher's appraisal process must develop an ALP in their first year as an experienced teacher.
- Each year, teachers are required to consult with their principal to review and update, as necessary, their ALP. This review and update must take into account the teacher's learning and growth over the year, as well as the professional growth goals and strategies recommended through the summative report of the teacher's most recent performance appraisal.
- In an evaluation year, teachers must review and update their ALP in a meeting with their principal as part of the performance appraisal process. The pre-observation and post observation meetings provide opportunities for this review and update to take place.
- In the non-evaluation years, a meeting is not required but is recommended. If at any time during these years the teacher or principal requests a meeting to discuss the ALP, then a meeting shall take place.
- The teacher and the principal must both sign the teacher's ALP each year and retain a copy for their records. Under certain circumstances, the duties of the principal as outlined above may be delegated to a vice-principal in the same school or to an appropriate supervisory officer (refer to section 6, "Scheduling Requirements").

#### Growth Goals and Strategies

- The growth goals and strategies identified by the teacher should be relevant to his or her professional needs and focus on improving his or her teaching practice and student learning.
- Growth-oriented professional dialogue between the teacher and principal can help identify the growth goals and strategies for the teacher's continuous learning and development to include in his or her ALP.
- Parent and student input can also help inform the teacher's ongoing professional learning and teaching practice.

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Teacher's Last Name

Wong

Teacher's First Name

Jerome

Principal's Last Name

Principal

Principal's First Name

A.

Name of School

Secondary School

Name of Board

An Ontario Board

**Description of Teacher's Assignment (Grade(s), Subject(s), Full-time/Part-time, Elementary/Secondary, etc.)**

My assignment this year includes intermediate and senior English to grade 9 (academic) grade 10 (applied) grade 11 (university) and grade12 (college).

### Background to Inform Professional Growth Goals, Action Plan, and Timelines

**Recommended professional growth goals and strategies from the summative report of my most recent performance appraisal:**

Continue to explore communication strategies between home and school.

Continue to work with colleagues in the English department to share and align assessment, instruction and evaluation practices. For topics related to literacy, suggestions include the ministry *Think Literacy* documents, *Many Roots Many Voices – A guide for supporting ELL students*, and the board document on assessment and evaluation in secondary schools.

Continue to look at ways to incorporate technology in the classroom. Consider the integration of media and literacy and employing media strategies for enhancing literature.

**Professional learning and growth that I have experienced over the past year(s):**

- Establish a communication process for student and parent use where assignments are posted along with timelines, criteria for evaluation (rubrics etc.) and future topics outlined
- Chair of School Council sub committee exploring ways to encourage communication between home and school
- Attended board in-service around the new literacy documents

**Reflections on parental and student input to inform my professional learning and teaching practice:**

- Parents want a clear understanding of the expectations for assignments
- Parents want on-going and timely communication in regard to any areas of concern

Professional Growth Goals	Professional Growth Strategies to Help Reach Goals	Rationale for Professional Growth Goals and Strategies	Action Plan and Timelines
<p>1. Explore and become more knowledgeable about differentiated instruction and assessment</p>	<p>Attend board workshop on DI</p>	<p>Will provide an overview and specific strategies for differentiating instruction Will provide opportunity to learn from experienced colleagues</p>	<p>Work with grade 9 team to create the fall novel study unit based on differentiated instruction Create a series of assessment templates for the novel study based on differentiated instruction</p>
<p>2. Learn about suggested techniques for integration of media across the curriculum in <i>Think Literacy</i> documents</p>	<p>Peruse the ministry website to learn about the <i>Think Literacy</i> documents and become familiar with available resources</p>	<p>Provide opportunity to become familiar with ministry initiative at my own pace  Opportunity to peruse ministry website</p>	<p>Access website – keep a journal of 'ideas gleaned and tried' for discussion point</p>
<p>3. Engage in improvement of parent/student/teacher communications through venue of School Council</p>	<p>Assume a leadership role in working with parent group</p>	<p>Will provide insights into what parents, students value in regard to communication, methods they appreciate, specific strategies to engage parents</p>	<p>Assume Chair position of sub committee on School Council – Sept. 2007 Report to School Council on Strategies for Engaging parents and Teachers and Students - March 2008</p>

**Other Comments (Teacher)**

Our English department is working towards gaining a deeper understanding of ways to assist all learners with acquisition of skills and how to support the many varied learning styles through strategies in differentiated learning. As well, we want to focus on differentiated assessment and will work as a department to create tools specific for the grade nines this year.

**Other Comments (Principal)**

Jerome has selected ambitious goals that will benefit his students. I encourage Jerome to share the expertise gained with his colleagues in other departments. The work they are doing on differentiated instruction and the mini novel unit they are preparing will be of interest to other departments as they implement this initiative across the curriculum.

Jerome's leadership on School Council is most appreciated and he is modelling a fine example of collaboration and reflective practice. I look forward to the final report to School Council in March.

**Date of Next Review and Update of the Annual Learning Plan**


Date (yyyy/mm/dd)

**Principal's Signature**

My signature indicates that the teacher consulted with me to review and update the Annual Learning Plan.



Date (yyyy/mm/dd)

**Teacher's Signature**

My signature indicates that I reviewed and updated the Annual Learning Plan in consultation with my principal.



Date (yyyy/mm/dd)

**Appendix D: Annual Learning Plan**

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