

A Teacher's ANNUAL LEARNING PLAN

November 2002

ETFO supports accountability measures that address the importance of ensuring teacher competence, student achievement and ongoing professional learning. An integral component of such measures must be that teachers have the flexibility to choose the professional development that best meets their individual needs and supports their work with students.

Identifying professional development goals and objectives is not something new for members of ETFO. Reflective practice has enabled teachers to direct their professional growth activities in a meaningful way.

In support of this belief, ETFO developed a practical resource to assist teachers in tracking their professional development activities. All members received a copy of the ETFO Teacher's Professional Portfolio - A Working Guide in the January 2002 edition of VOICE. All new members to date have also received a copy in a direct mailing to their homes from ETFO. It is also available on line at www.etfo.ca in File Maker Pro format for downloading. This portfolio resource will be invaluable to you in meeting the requirements of the teacher Annual Learning Plan (ALP) as required in Bill 110, the Quality in the Classroom Act, 2001 and Regulations 98/02, 99/02 under the Education Act.

Check your ETFO portfolio. You may choose to use one of your portfolio learning goals for your Annual Learning Plan. Complete the action plan and strategies/timeline.

Linking Your ETFO Professional Portfolio Template to Legislative Requirements

ETFO Professional Portfolio Template	Legislative Requirements
My Learning Goal	Professional Growth Objective
Activity and Menu Key	Action Plan
Date / Time	Strategies / Timelines

ETFO Tips for Completing the Annual Learning Plan

1. Be sure your Annual Learning Plan activity supports the ETFO *Accountability YES, Recertification NO* position. Plan only PLP-free activities.
2. Only one professional growth objective is required. Don't reinvent - this may come from the learning goal in your ETFO Professional Portfolio Tracking Template.
3. Your Annual Learning Plan should be teacher directed and teacher authored. The only role of the principal is to be consulted and to sign your ALP.
4. Extra-curricular activities and community involvement should not be part of the ALP. These activities are not among the duties of teachers in the Education Act and regulations.
5. Choose an objective that is personally and professionally relevant, related to your daily teaching and that is achievable.
6. When selecting your learning objective, think about the expectations already in place in your board, i.e. Early Literacy initiative.
7. It is important that this objective be broad-based to allow for flexibility and modification that may result from ongoing professional reflection or situational changes.
8. When determining the professional activity to support your objective, be sure to consider your workload, personal obligations and wellness.
9. Make June 30 the completion date for your ALP.
10. Go to the meeting with the principal with your ALP completed in draft form. Be prepared to take the lead and discuss the various aspects of your ALP and how your professional growth objective is relevant to your work. If the principal doesn't agree with your objective or will not sign the ALP, contact the Federation as soon as possible.
11. Contact your local ETFO office if you have any questions or concerns about any aspect of the process.

Only **ONE** professional growth objective is required.

Make it **relevant** to your professional needs.

Make your ALP an **extension** of the professional development you are already doing.

Nine Examples of Annual Learning Plans

Professional Growth Objective	Rationale for Your Objective	Strategies and Timelines (to be completed by June 30)
To find ways to improve problem solving in my Grade 5 program	To enhance student independence in this area	Attend professional workshops/conferences.
OR		
To become more aware of software to assist in the implementation of the curriculum in my French Immersion classroom	To enhance the transfer of technology skills across the curriculum	Search internet website for suitable applications. Select an application and implement.
OR		
To incorporate co-operative learning strategies into my primary classroom	To enhance social skills and build classroom community	Read professional resources - Johnson and Spencer Kagan and select appropriate strategies for my students.
OR		
To improve my presentation skills	To increase comfort level, articulation and emphasis when presenting in front of a group	Attend "How To" workshop offered by ETFO. Invite colleague to provide feedback on presentation.
OR		
To implement strategies that will reduce incidents of bullying	To promote a safe and inclusive learning environment for all my students. To minimize disruptions that detract from learning time	Work with appropriate personnel within school board to identify resources and strategies and implement throughout school year.
OR		
To implement the design process as part of my Science and Technology program	To encourage my students to explore alternative possibilities before selecting a final plan of action for their technology projects	Use Science Exemplar videos to see the design process in action.
OR		
To improve my observation skills in the Kindergarten classroom	To develop an observation plan that is more manageable and can be more effectively communicated to parents	Purchase ETFO Resource: Observation in the Kindergarten Classroom. Use the observation sheets as guide.
OR		
To increase my understanding of the board's Early Literacy initiatives as a new employee to the board	To become up-to-date with the board's Early Literacy plan that is currently in Year 3 of its implementation	Meet with the Early Literacy Key Teacher to review board plan. Locate appropriate resources to further my understanding.
OR		
To develop a communication plan with my ESL parents	To build rapport with diverse parents who may not have a full understanding of the Ontario School system	Explore community resources to develop list of possible translators. Create a pamphlet in various languages about my classroom.

Legislative Requirements

- Every year, all teachers must prepare in consultation with their principal an Annual Learning Plan.
- Both the principal and teacher must review and sign the Annual Learning Plan. Each retains a copy.

Your board may modify these requirements. All members should be aware of such modifications, if any.

The Annual Learning Plan During an Evaluation Year

Every 3 years (unless your board has indicated otherwise) each teacher is required to participate in the evaluation cycle. During the evaluation cycle the following must occur:

- The teacher and principal meet to initiate the process and to review the teacher's Annual Learning Plan.*
- The Annual Learning Plan is finalized during the Post-Observation Meeting and signed by both parties.

Visit the ETFO website at www.etfo.ca for a sample ALP and additional information regarding teacher performance appraisal.

More details are available in the Ministry's resource document ***Supporting Teaching Excellence: Teacher Performance Appraisal Manual*** at www.edu.gov.on.ca/eng/teacher/manual.pdf.

* In non-evaluation years, a meeting is not required under the regulation. The ALP must however be completed and signed by the teacher and the principal in the non-evaluation years as well.