

# Professional Growth Plan 2004

<u>The Month</u>	<u>Category</u>	<u>The Topic</u>	<u>Staff</u>
August	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- student detail screens in database</li> <li>- accessing previous year's records</li> <li>- parent list serve responsibilities</li> <li>- accessing gen info sht in database</li> <li>- packing slip tracking</li> <li>- transcript deletions</li> <li>- CTAP</li> <li>- transfer/drop checklist</li> <li>- school event calendars</li> <li>- peer training on organization skills</li> </ul>	All Ess  unless otherwise  indicated
August	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- first meeting information sheet</li> <li>- attendance checklist</li> <li>- special PO pick up</li> <li>- transfer/drop checklist</li> </ul>	
August	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- special education suggestions</li> </ul>	
August	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- vendor spotlights</li> </ul>	
September	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- Edusoft Presentation/Training</li> <li>- attendance rules/college students</li> <li>- typical high school plan</li> <li>- work permits</li> <li>- organization video</li> <li>- graduation prelim. Assessments</li> <li>- approval of more that 40 credits</li> </ul>	
September	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- Crime Stop USA presentation</li> </ul>	
September	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- Edusoft Presentation/Training</li> <li>- Special Education Training</li> <li>- assigning carnegie units to student</li> <li>- under typical high school age</li> </ul>	
September	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> </ul>	

October	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- a-g course lists</li> <li>- ES detail information in WEBfiles</li> <li>- inputting projected grades for</li> <li>- grads</li> <li>- transfer of funds</li> <li>- computer equipment tracking</li> <li>- warranty paperwork</li> <li>- compilation of all enrollment</li> <li>- forms</li> <li>- creating a report card in</li> <li>- WEBfiles</li> <li>- common roll sheet errors</li> <li>- late notices</li> <li>- ES list serve</li> </ul>
October	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- review of ES job description</li> <li>- canceled orders by vendors</li> <li>- training on the "whys" of drops</li> <li>- temp. general info sheet for</li> <li>- parents</li> <li>- vendor contact</li> </ul>
October	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- content standards for California</li> <li>- group education activities</li> <li>- guidance info for college testing</li> </ul>
October	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- algebra requirements</li> <li>- scope and sequence and content</li> <li>- overviews of publishers</li> </ul>
November	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- categorizing transcripts by sem</li> <li>- or</li> <li>- learning area in WEBfiles</li> <li>- new CWCS stamps</li> <li>- material transfers in WEBfiles</li> <li>- use of Instr Funds chart</li> <li>- new video of graduation process</li> </ul>
November	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- discussion of how to raise STAR</li> <li>- participation</li> <li>- information on how to work with</li> <li>- difficult students seminar</li> </ul>
November	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- training on NCLB</li> </ul>
November	<b>academic content in core</b>	<ul style="list-style-type: none"> <li>- CTAP</li> </ul>

	<b>curriculum</b>	<ul style="list-style-type: none"> <li>magazine subscription pg updated</li> <li>- how to find a test in Edusoft</li> <li>- new adult student policy information about Chemistry semin.</li> <li>- teacher guide for CA writing tests</li> <li>health and PE websites</li> </ul>
December	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- Scavenger hunt of handbook</li> <li>- review of learning record req.</li> <li>- networking with peers about LRs</li> </ul>
December	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- parent evaluation form</li> <li>- new transfer/drop training video</li> </ul>
December	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- new class offerings at sites</li> <li>- Parent Monthly Curriculum trgs.</li> </ul>
December	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- California Standards Blueprints</li> <li>- visual and performing arts</li> <li>- new class offerings at sites</li> <li>- S.C.O.R.E website</li> <li>- Cahsee study guides</li> <li>- Math Websites</li> </ul>
January	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- budget management</li> <li>- new alert in attendance WEBfiles</li> <li>- portfolio requirements</li> <li>- mid-year check of records</li> <li>special interest grad requirements</li> </ul>
January	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>finding tiger hidden in attachments</li> <li>- to ensure proper reading of agenda</li> </ul>
January	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- mid-semester transfers</li> <li>- unit study video and discussion</li> <li>- aligning test with CA blueprints</li> <li>- unit study curriculum updates</li> <li>- vocational and technical websites</li> </ul>
February	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- service vendor PO process</li> </ul>

		<ul style="list-style-type: none"> <li>- grad approval form</li> <li>- immun. proc for cont. 6th grd</li> <li>- portfolio checklist</li> <li>- educational activity perm. Form</li> <li>- spring and summer ordering proc</li> </ul>
February	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- notification to CP instructor of drops resolving probs with educ activities</li> <li>- student id cards Cahsee req.</li> <li>- streamlining form processes</li> <li>- acceptable &amp; unaccept materials who to contact for inform and help</li> </ul>
February	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- career/vocation job information WASC Activity</li> </ul>
February	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> </ul>
March	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- processing graduation paperwork</li> <li>- managing student funding</li> <li>- PO processing</li> </ul>
March	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- reporting technology errors</li> <li>- training on professional conduct when communicating with parents</li> </ul>
March	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- benchmark assessment planning WASC activity examining test data</li> </ul>
March	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- CTAP</li> <li>- new service and product vendors setting up group educational activities</li> <li>- peer review of student portfolios</li> <li>- training on developing reading fluency</li> <li>- how to access curriculum assistance</li> <li>-</li> </ul>
May	<b>classroom management</b>	<ul style="list-style-type: none"> <li>- managing materials inventories</li> <li>- learning record directions assigning credits to low achievers</li> <li>- new independent study policy</li> </ul>
May	<b>conflict resolution</b>	<ul style="list-style-type: none"> <li>- resolving problems with e-mail acct.</li> <li>- communicating concerns in surveys</li> <li>- new truancy policy</li> </ul>

May	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- discipline policy</li> <li>- CTAP</li> </ul>
May	<b>academic content in core curriculum</b>	<ul style="list-style-type: none"> <li>- introducing schoolwide benchmark</li> <li>- exams to parents</li> <li>- WASC activity examining student work</li> <li>- CTAP</li> <li>- CDE Adopted materials</li> <li>- math website</li> <li>- "g" courses approved and listed</li> <li>- curriculum swap</li> </ul>
June	<b>teaching strategies</b>	<ul style="list-style-type: none"> <li>- curriculum workshop</li> </ul>