*Professional Education Career Dossier Model*

# MOVING FROM THE INITIAL LICENSE TO A PROFESSIONAL LICENSE

## PREPARATORY

### Professional Development (Career) Plan developed – Baseline evidence

| KPTP Focus Areas | KPTP scores<br>3=Criteria met<br>2=Criteria partially met<br>1+Criteria not met | | Professional Education Standards (INTASC/Kansas) | | | | Narrative Feedback |
|---|---|---|---|---|---|---|---|
| | | | Standard | Check Rubric Rating Level | | | |
| | | | | Beginning | Professional | Advanced | |
| **A.** Analysis of Contextual Information | Task #1 | Task #2 | | | | | |
| **B.** Analysis of Learning Environment Factors | | | | | | | |
| **C.** Instructional Implementation | | | | | | | |
| **D.** Analysis of Classroom Learning Environment | Task #1 | Task #3 | | | | | |
| **E.** Analysis of Assessment Procedures | Task #2 | Task #3 | | | | | |
| **F.** Reflection and Self-Evaluation | | | | | | | |
| | **Total Score** | | | | | | |

**INITIAL LICENSE**

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# NOVICE PRACTITIONER

Professional Development (Career) Plan implemented
First license and employment – **evidence of growth/effectiveness**
Mentor support required

- First teaching license
- Employment
  - Mentor team assigned – mentor plus teacher leader/coach, administrator, IHE (optional)
  - Professional Development (Career) Plan provides evidence for setting goals
- Collect evidence of growth during a minimum of two years of employment
  - 3-5 pieces of evidence each semester that show growth (on one or more focus areas based on Plan needs)
    - Observer checklist by a mentor team member must be included each semester. Within the total process, more than one observer must be used.
  - Self-reflect at the end of each semester

**Professional Progress Tracking Form – Evidence of Growth**

| Semester 1 | | Semester 2 | | Semester 3 | | Semester 4 | |
|---|---|---|---|---|---|---|---|
| Focus Areas- List and attach evidence document | Reflection | Focus Areas- List and attach evidence document | Reflection | Focus Areas- List and attach evidence document | Reflection | Focus Areas- List and attach evidence document | Reflection |
| A. | | | | | | | |
| B. | | | | | | | |
| C. | | | | | | | |
| D. | | | | | | | |
| E. | | | | | | | |
| F. | | | | | | | |

Teacher has demonstrated **sufficient growth/effectiveness to move to professional level license**

**Final rubric completed by mentor team**

**Readdress beginning rubric (Focus areas OR full set of Professional Education Standards) – must meet designated level**

**Confirmation by trained raters based on review of evidence (approval for professional license)**

| KPTP Focus Areas | Professional Education Standards (INTASC/Kansas) | | ???? |
|---|---|---|---|
| | Standard | Rubric | |
| A. Analysis of contextual information | | | |
| B. Analysis of learning environment factors | | | |
| C. Instructional implementation | | | |
| D. Analysis of classroom learning environment | | | |
| E. Analysis of assessment procedures | | | |
| F. Reflection and self-evaluation | | | |

One page summative narrative by teacher

**PROFESSIONAL LICENSE**

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Plan can continue across the continuum with different focus at each level

| DEVELOPING PRACTITIONER | ADVANCED OR EXPERIENCED PRACTITIONER |
|---|---|
| Teaching under professional license<br><br>Professional Development Plan continues with goal to move across professional continuum | Professional development/career plan may include movement to teacher leader, other school specialist or leadership licenses |

Online/web based system to complete forms, upload supporting documents, access documents for review by final raters. Accessible through an authenticated logon/password.
Evidence Notes: Flexible – give choices – don't dictate
Examples: observations, student samples, student data, written reflections, findings of focus groups (peers, parents, students – set of questions), student improvement plan/summary, student evaluation, parent evaluation, etc.

Questions:
Evidence each semester or 3 semesters?
Recommendation for first license timeframe – 4 or more years?
Recommendation for name of first license

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