

ADMINISTRATOR
INDIVIDUALIZED PROFESSIONAL DEVELOPMENT PLAN DIRECTIONS
Archdiocese of Cincinnati Catholic Schools

It will be most helpful to have the IPDP sample with you as you read the directions.

We are updating our IPDP to comply with ODE requirements and to streamline our IPDPs to meet requirements without extraneous information.

Individualized Professional Development (IPDP) Information:

- You may continue to use your current IPDP until your IPDP term ends and/or your license is up for renewal, whichever comes first. **OR** You may switch to the new IPDP form.
- When it is time for you to write a new IPDP, this will be the form that you use. Your new IPDP will align with your licensure cycle. (The end date will be the year that your license is up for renewal. The start year will be whatever year you start with this new IPDP form.)
- Eventually, once our phase in process ends and everyone is using the new form, the IPDP will be a 5 Year IPDP aligned with the administrator's license.
- Over the 5 Year span of your license, you are welcome to add goals at any time.
- Principal IPDPs need to be signed by me. Regional Director signatures are optional. It is recommended that you share your IPDP with your Regional Director.
- Email your IPDP to me whenever you are ready to have it signed.
- Assistant Principal and other school administrators reporting to the school principal need to have their IPDPs signed by either me or the school's LPDC team chairperson. It is also recommended that the principal sign these IPDPs.
- Each administrator is responsible for maintaining a copy of his/her IPDP. Copies will not be kept at the Catholic Schools Office.
- If you have licenses that are not aligned and have multiple issue/expiration dates, please align your IPDP with one of your licenses and consider aligning your licenses to have the same issue/expiration dates. (This will save you money!)

Goals

- ODE requires a minimum of 3 goals. The Archdiocese requires a Catholic Identity Goal.
- List 3-5 goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for and application of learning.
- Indicate which Ohio Standard(s) each goal reflects. Not all standards need to be reflected in your goals.
- You are welcome to borrow/copy the goals from the shared sample if they match your growth areas.

Renewals

- If you are up for renewal in 2021, reach out to Kathy Kane any time after January 1, and she will share the process and any paperwork needed.
- If you renewed in 2020 and have not yet written a new IPDP, use this new IPDP form. Your new IPDP will span the 5 years of your new license.