

WASHINGTON STATE EDUCATOR PROFESSIONAL GROWTH PLAN (PGP) TEMPLATE

Educator information

First name: All identifying info removed for posting

Last name:

Certificate number or birthdate:

District or agency:

Academic year:

For information regarding your Washington state educator certificate, including information on certificate renewal, please consult the OSPI Certification Office website at <http://www.k12.wa.us/certification/> or email cert@k12.wa.us.

Only one PGP may be completed each year between July 1 of one year and June 30 of the next. Completion includes review by another educator who holds a Washington state teacher, administrator, paraeducator, or educational staff associate certificate (WAC 181-85-033). Learn more about PGPs: <https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/>

Individuals who complete an annual professional growth plan are eligible for 25 continuing education credit hours (WAC 181-85-033). The verification form which may be used to document these clock hours can be found here: <http://www.k12.wa.us/certification/ClockhoursDocumentation.aspx>

Collaboration can be a positive tactic for support and professional learning. This can include collaboration on common goals, support for each other in PGP completion, and reviewing each other's PGPs.

Educators also need to note that any falsification or deliberate misrepresentation, including omission, of a material fact by an education practitioner concerning the representation of completion of in-service or continuing education credit hours, such as PGPs, is an act of unprofessional conduct and subjects the holder to revocation of their certificate under Title 181 WAC.

Resources

- PGP supporting documents:
<https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/pgp-forms-and-support-materials/>
- PGP examples by educator role:
<https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/pgp-examples-by-role/>
- Frequently asked questions about PGPs:
<https://www.pesb.wa.gov/workforce/developing-current-educators/pgp/pgp-faq/>

Self-assessment and goal selection

1. **Self-assessment.** Use a self-assessment to identify an area of focus that will lead to your professional growth. You might choose to use one of the self-assessments based on the certificate standards for your role:
<https://www.pesb.wa.gov/workforce-development/developing-current-educators/pgp/pgp-forms-and-support-materials/>. You might also choose to use another self-assessment.

- Identify the self-assessment you used:
I used the PESB Nurse self-assessment.
- Identify the general area of focus you selected:
My areas of focus are communication and resource utilization. I would like to strengthen my communication skills via technology to be able to use when communicating with students, parents, staff, and other interdisciplinary team members. By doing so, I hope to increase the number of compliant health records and documentation in Skyward for students which will lead to an increase in students overall health. I will learn more about the computer program used, Skyward, and how to run different reports needed to help track this information.

2. **Standards.** The area of focus for your professional growth goal needs to align to the certificate standards at the career level benchmarks. You may find the certificate standards for your role here: <https://www.pesb.wa.gov/workforce-development/developing-current-educators/certification-standards-and-benchmarks/>.

- Note the certificate standard(s) you have selected for your area of focus for professional growth. We recommend choosing no more than two standards.

SB 11: The school nurse communicates effectively in a variety of formats in all areas of practice.

SB 15: The school nurse utilizes appropriate resources to plan and provide nursing

3. **Professional growth goal(s).**

- What is your goal for your professional growth?
My goal is to grow in communication skills so I can effectively communicate with parents, students, staff, and co-workers and utilize resources available to me through the district.
- Describe how this goal relates to your self-assessment.
My self-assessment showed standard 11 was an area of growth for me, so I would like to focus in this area of communicating effectively in a variety of formats. My self-assessment also showed standard 15 was an area of growth for me, so I would like to focus on using resources to plan and provide nursing.
- Describe how this goal relates to your focus area identified in question one.
I would like to focus in the area of communicating effectively in a variety of formats.. Good communication skills are important when dealing with parents, co-workers, and other interdisciplinary team members. I would like to grow and improve on my communication skills via technology.

I would like to focus on using resources to plan and provide nursing. Resource Utilization is a weak area for me as I am newer to the school setting. I want to become more familiar with Skyward, and learn more about what reports I can run as well as learn more about the health section.



4. **Intended outcomes.**

- What will you be able to do as a result of attaining your professional growth goal that you are not able to do now?
I will be able to increase my communication and technology skills by using zoom and skyward when communicating with students and families.
- What impact will attaining your professional growth goal have on students?
There will be a 10% increase in proper student health assessment documentation by the end of the 2020 school year

Professional growth action plan

5. **Activities.** Provide a detailed description of the specific growth activities you will engage in for your professional learning and to attain your professional growth goal. Activities should connect back to your goal.

I will sign up and attend live or online courses through OSPI for further education in Skyward, especially the health aspect of it. By doing this I will be able to monitor the health of my students better. I will conduct research and read peer review journals for more information on health assessments within the schools, and set up meetings and interviews to better collaborate with the local health department as well as clinics in town. By doing this, I will further my education in collecting health assessments, process of documentations, and interdisciplinary collaboration. I also plan on taking some online technology communication courses to strengthen my skills as well as adapt and learn new ones. I will also review some communication resources I have at home that I used while in nursing school. This is not only to improve my relationships with students, family, and co-workers, but will also help my leadership skills as it will increase my competency as a school nurse.

6. **Proposed evidence.** Describe the evidence you plan to collect for your professional growth goal and the impact on students. Evidence may include professional learning reflections, professional learning community (PLC) notes, test scores, attendance rates, discipline referrals, programs implemented, student work, videos of lessons, and / or other student or adult data.

I will collect data from the beginning of the 2020 school year in regards to health assessment record status. I will run a report through Skyward for documented health diagnosis, following up with parents/students to make sure it is current information. After doing some professional growth steps, I will use them to help me connect and communicate with parents of students with the intent to increase complete health assessment records. After this process, I will then run another report from Skyward as I did before at the end of the school year, June 2020, and hope to see a 10% decrease in non-compliant student health assessments.

Evidence and reflection

7. **Evidence collected.** Describe the evidence that you collected for your professional growth goal and the impact on students. Provide the evidence and documentation to the certified educator, either supervisor or colleague, who will be reviewing this professional growth plan.

I took Skyward training through OSPI, and collected a completion certificate and clock hours from this course.

I talked with two clinics and the local Health Department about collaborating with them. I also spoke with other school nurses to learn more about the health assessments, the documentation needed and the process to document these. I have notes from these meetings.

I took online zoom training, which helped me communicate with students. I have a completion certificate from this training.

All of these activities (and evidence of them) contributed to my professional growth, as I learned to better use technology, especially Skyward and Zoom, and also how to use these technologies to better communicate with students and parent. Collaborating with local clinics, and also other school nurses, helped me learn more about the health assessments and how to document and process these, which will be very helpful in my job going forward.

On September 19, 2019 I ran a report through Skyward reporting on individual student health conditions. There were 364 students that were included in this report. I then pulled each of these students files and compared their online health assessments with the paper health assessment parents fill out for each student. I followed up with these families via email, phone conversations, and virtual meetings to make sure these forms were up to date with accurate information. I then updated the online health conditions within Skyward. On May 28, 2020 I ran another health conditions report, as I did back in September, to compare and see if communicating with parents and students I was able to increase our health assessment records by 10%. The new report showed having 395 students with completed health assessments online. This is an increase of 8.5%. So although my original goal was not met, it showed a large increase in compliant documentation. I feel this also showed growth in my communication and technology skills.

8. **Reflection.** Reflect on your professional learning and outcomes from the PGP activities. Based on this learning, what are some next steps that might guide your future professional growth?
I feel my growth in communicating with others via technology improved a great deal as my goal was almost met. This year was especially difficult as the Covid-19 influenced how communication and interaction with students and their families took place. Interesting enough when challenges are set in front of you, we grow and learn how to adapt to meet the needs of our professions and our students.

Review

PROFESSIONAL EDUCATOR STANDARDS BOARD



educator quality. workforce. policy innovation.

I declare under penalty of perjury under the laws of the State of Washington that I have completed the professional growth plan and submitted evidence to that effect. The intentional misrepresentation of a material fact in this form subjects the certificate holder to revocation of their certificate under Title 181 WAC.

All identifying info removed for posting

Educator signature

[Click here to enter text.](#)

Print name

[Click drop down to enter a date.](#)

Date

I declare under penalty of perjury under the laws of the State of Washington that I have reviewed the professional growth plan and evidence to that effect. The intentional misrepresentation of a material fact in this form subjects the certificate holder to revocation of their certificate under Title 181 WAC.

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Educator reviewer signature

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Print name

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Date