Springfield Local Schools LPDC Things You Should Know and Do Checklist: Educator's Responsibility

Checklist of things You Should Know and Do.

Prior to beginning your professional learning, you will need to:

- 1. Monitor expiration date(s) of certificates and licenses.
- 2. Review IPDP_Template (Found on "For Staff" on SLS website under LPDC): Review "Sample IPDP" found on LPDC Website.
- 3. Identify SMART goals (OHQPD p.23) and rationale for your IPDP based on data and aligned to the mission of your building.
- 4. Complete your IPDP_Template.
- 5. Submit a copy of your completed IPDP_Template to: sls-lpdc@springfield-schools.org. <u>This must be completed within two weeks after receiving your new certificate</u>.

Upon receiving approval of your IPDP goals by the SLS LPDC, you will need to:

- 1. Select professional learning that meets the goals of the approved IPDP.
- 2. Ensure the professional learning you want to take is High Quality Professional Development according to standards on p. 7 of OHQPD. Professional learning options must reflect Ohio's PD standards and may include anything found on the "LPDC Option Chart" found on LPDC website.

3****Tuition reimbursements forms are separate from these and MUST be completed and sent to Superintendent for prior approval.

- 4. Complete the professional learning (PD) you have identified in your IPDP in a timely manner as stated in the plan.
- 5. Maintain records of all licensure and SLS LPDC transactions, particularly the LPDC review and approval of the IPDP, coursework, and other professional learning.