



Professional Development Requirements for Chief School Administrators

N.J.A.C. 6A:9B-11, 6A:9C-3.3, 6A9C-3.7

As of July 1, 2013, [professional development regulations](#) have been revised to reflect the recommendations of the Governor’s 2012 Education Transformation Task Force Report and the requirements of the *TEACHNJ Act*. They apply to all district boards of education, charter schools, and nonpublic schools who choose to follow the state’s requirements and whose staff members hold positions that require the possession of administrative certificates. Requirements for school leaders apply to all active school leaders serving on a permanent or interim basis whose positions require possession of the chief school administrator (CSA), principal, or supervisor endorsement.

Comparison of Previous and New Requirements

PD Planning Element	Previous Requirements	New Requirements (as of July 1, 2013)	Notes
Title	Professional Growth Plan (PGP)	Professional Development Plan (PDP)	
Developed by	CSA in consultation with self-chosen peer review committee	CSA (in consultation with mentor while under provisional certification)	
Duration	3-5 years, depending on length of contract	<ul style="list-style-type: none"> 3-5 years, depending on length of contract, with annual reviews PD cycle runs from July 1 to June 30 annually 	PDP aligned with new requirements must be created to begin on July 1, 2014 to address the duration of current contract term
Contents	<ul style="list-style-type: none"> PD activities grounded in improving teaching, learning, and student achievement derived from professional goals that address specific district or school needs Separate detailed requirements for training in ethics, law, and governance topics 	<ul style="list-style-type: none"> PD activities grounded in improving teaching, learning, and student achievement derived from (1) professional goals that address specific individual, school, or district needs, (2) annual performance evaluation, and (3) district PD plan PD activities as needed to address ethics/law/governance, including harassment/intimidation/bullying 	
Aligned to	<ul style="list-style-type: none"> NJ Professional Standards for School Leaders NJ Professional Development Standards 	<ul style="list-style-type: none"> NJ Professional Standards for School Leaders NJ Standards for Professional Learning 	See Overview of Revised PD Standards
Certified by	<ul style="list-style-type: none"> NJ Association for School Administrators (NJASA) after receiving recommendation from peer review committee NJASA provided certification of plan to district BOE 	District Board of Education	Disagreements about PDP mediated/decided by Executive County Superintendent
Required documentation	Evidence of plan fulfillment including (1) narrative detailing plan goals and achievement and (2) documentation of professional growth activities	<ul style="list-style-type: none"> Same evidence reports submitted annually Summative evidence of plan completion submitted every 3-5 years (based on length of contract) 	



CSA Professional Development Plans

All active CSAs are required to create, implement, and complete an individual PDP for three to five years, depending on the CSA's length of contract.

- Leaders whose positions require a CSA endorsement but who do not serve as a CSA of a district must develop an annual plan in collaboration with the CSA or designee. Please refer to the [Overview of Professional Development Requirements for Principals and Supervisors](#) for more information.
- For CSAs under a provisional certificate working with a mentor, the individualized mentoring plan will take the place of the required PDP. At the completion of the mentoring period, the mentor and CSA should work together to create a PDP for review by the district board of education.

The PDP must:

- Align with the [New Jersey Professional Standards for School Leaders](#) and the [Standards for Professional Learning](#);
- Derive from the results of observations, evidence, and recommendations included in the CSA's annual performance evaluation;
- Identify professional goals that address specific individual, school, and/or school district goals;
- Ground activities in objectives related to teaching, learning, and student achievement and in support of the district PDP; and
- Address requirements for ethics, law, and governance, including policies to address harassment, intimidation, and bullying and other statutory requirements related to student well-being.

The PDP should specify the **professional learning goals** necessary to ensure the CSA has the knowledge and skills to address district performance goals. In creating the PDP, CSAs should review [New Jersey's Definition of Professional Development and the Standards for Professional Learning](#).

Implementing the PDP

CSAs must discuss progress on their plans each year with the district board of education. As part of this review, CSAs must provide annual evidence of progress toward the completion of the PDP as well as summative evidence of completion every three to five years, depending on length of contract, including:

- A narrative account detailing plan goals and their achievement, and
- Documentation of professional growth activities such as participation in school/district-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county, and/or state associations and organizations; school and district collaborative teams; and virtual learning communities.

As part of the annual review, CSAs and their boards should identify any training or informational needs with regard to the ethics, law, and governance requirement to ensure current knowledge in these areas.

In cases where there is disagreement between a CSA and the district board of education regarding the plan's contents or progress toward completion, the CSA may appeal to the executive county superintendent, who will have the final decision-making authority on these matters.

For More Information

- Visit <http://www.nj.gov/education/profdev/ipdp/> to view the optional CSA PDP template and a sample plan.
- Email teachpd@doe.state.nj.us