

## Tricia Graham (Canyon Springs) Individual Professional Plan



Aligned with the District's Strategic Plan and the Department and/or Campus Improvement Plan (DIP and/or CIP), the Individual Professional Plan aligns the goals, actions, and refinements for improved results. This intentional alignment will improve the effectiveness and efficiency of the organization.

Key Strategic Priority: 4. *Excellence in Organizational Improvement and Accountability*

Key Strategic Objective: 4.4 *Individual and collective responsibility to ensure compliance and quality improvement.*

Department/Division Strategic Goal Alignment: 4.4.1 *Evaluate programs and services using sound research principles and multiple data sources.* 4.4.2 *Monitor results and benchmark against industry standard*

Professional Goal Statement (Strategic Plan Goal/Performance Pay): *By February 5, 2018, all STEM Standard Narratives, Executive Summary, and a Presentation of Evidence will be completed and submitted to the AdvancED STEM Certification Review team.*

Measurement Indicators:

Action Steps	Date Initiated	Status			Date Completed	Data & Comments
		0%-25% Pending	25-75% In Progress	100% Complete		
Submit permission to apply to be considered for National STEM Certification via AdvancED	4/3/17	100%			4/5/17	
Submit application and Pay for the ability to apply for STEM Certification	4/20/17	100%			5/2/17	\$200
Complete the STEM Resources for Schools Course on Canvas required by AdvancED	5/2/17	100%			6/7/17	
Contact AdvancED and schedule/arrange timeline, due dates, and visits	5/2/17, 7/31/17, 8/14/17	100% 2/26 & 2/27/18				The lead judge is a former principal who was also part of the same NAU grant as CS. We have worked together to implement STEM.
Meet with STEM Specialist and STEM PLC Team at CS to set benchmarks for all grade level teams to complete STEM Self-	8/25/17	In progress, Currently working on a Weebly to complete our presentation of artifacts (the last piece).				

Assessment, STEM Standard Narrative, and preparation of artifacts				
Each Grade Level will complete feedback of each indicator and upload artifacts in Google docs ½ in Sept. and ½ due in Oct.	8/25/17	100%	12/8/17	
Implement a collaborative strategy with staff and students to prepare a Presentation of Evidence is a "STEM-like" way, using a variety of document formats, including at least three sources of artifacts for each STEM Indicator.	8/25/17	Building a Weebly Website for our presentation and documentation of evidence for STEM Certification- it also has its own Domain for others to access as a resource and for the school to utilize as a possible marketing tool.		Idea- Weebly It is web-based and gives a good variety of options for presenting, including written, videos, pictures, and various sources of evidence/artifacts to upload.
Complete Rough Draft of presentation and indicator evidence/narratives- due by Winter break	8/25/17	100%	12/8/17	Also met with Paula and her team at Sierra Verde to work together on ideas for the certification process.
Review & Revise Rough drafts for submittal by Feb. 5	12/22/17	In Progress		
Submit All Documentation to STEM Lead Reviewer and develop an Itinerary for STEM Certification Review Visit	2/5/18	In progress		

Professional Development:	
Activity	Date
Principal to Complete the STEM Resources for Schools Course on Canvas required by AdvancED	6/7/17
Principal to plan PD attend NAU STEM Focus School for the Future classes with NAU Faculty for six schools state-wide	3/31/17, 4/1/17, 6/5-9/17, 2/23-24/18
Team from CS to present at the AzSciTech Festival in August regarding how to build a successful STEM Night	8/31/17
Canyon Springs PD on STEM Best Practices	11/3/17

Summary Statement:
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**All Classified & Exempt Employees**

**Individual Professional Plan (Strategic Plan Goal/Performance Pay)**

Supervisors, check off each required component as evidenced by the completed IPP. All portions of the IPP must be completed and present at the time of signature.

1. Job Specific Goal: \_\_\_\_\_
2. Objectives: \_\_\_\_\_
3. Evidenced of Accomplishment: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_