

Annual Learning Plans

Introduction

Every year, in consultation with their principal, all teachers, other than new teachers, are legally required to prepare an Annual Learning Plan (ALP). Both the principal and teacher must review and sign the ALP. Each retains a copy.

The Annual Learning Plan

On September 1, 2007, new regulations came into effect with regard to the Annual Learning Plan.

Starting with the school year commencing 2007, every board shall ensure that every teacher, other than a new teacher, employed by the board has a learning plan each year that includes the teacher's professional growth objectives, proposed action plan, and timelines for achieving those objectives. O.Reg. 98/02, as amended.

Each year after the first year that a teacher has a learning plan, the teacher shall, in consultation with the appropriate principal:

Review the teacher's learning plan from the previous year, the teacher's learning and growth over the previous year, and the summative report of the teacher's most recent performance appraisal under Part X.2 of the Act; and

Update the teacher's learning plan for the purposes of the current year, if necessary, taking into account the results of the review under clause (a). O.Reg.98/02, as amended.

In an evaluation year for a teacher, the consultation required under subsection (2) must include a meeting between the teacher and the appropriate principal in the course of the teacher's performance appraisal for the year under Part X.2 of the Act. O.Reg. 98/02, as amended.

In a year that is not an evaluation year for a teacher, a meeting is not required. The teacher and the appropriate principal shall meet to discuss the learning plan for the year if either of them requests it. O.Reg. 98/02, as amended.

ALP Template

A temporary ALP Template has been created to assist members with completing their Annual Learning Plans. The template can be opened in the free Acrobat Reader and users can type text into the various fields. Once the template has been edited, members can save and email their completed ALP form to their principal, or print it off for review at a meeting.

To access the template, go to Advice for Members - ->Annual Learning Plan on the ETFO website (www.etfo.ca) and look for the highlighted box in the right-hand column. Users will require the latest version of the free Acrobat Reader to edit, save and print the template. A link has been provided to the Adobe website to download the software if necessary.

The template can be opened in the latest version of the free Acrobat Reader. If you download and install the software, be sure to follow all instructions (e.g. you will be instructed to restart your machine once the installation process is complete).

Once the template is open in Acrobat Reader, save the file to your local computer and continue to save periodically. Users can type text into the various fields. When finished editing the file, members can save and email their completed ALP form to their principal or print it off for review at a meeting.

Questions on using the template can be directed to:

The ETFO IT Department ETFO-IT@etfo.org

The teacher and the appropriate principal shall each sign the teacher's learning plan for the year and each of them shall retain a copy. O.Reg. 98/02, as amended.

Tips for Completing the Annual Learning Plan

These tips have been designed to help you complete your ALP:

Make your plan an extension of the professional development you are already doing. This may come from the learning goals in your ETFO Professional Portfolio Tracking Template.

Your ALP should be teacher directed and teacher authored. The only role of the principal is to be consulted, and to sign your ALP.

Extra-curricular activities and community involvement should not be part of the ALP. These activities are not among the duties of teachers in the Education Act and regulations.

When selecting your learning objectives, think about the expectations already in place in your board, for example, early literacy. This objective should be broad-based to allow for flexibility and modification resulting from ongoing professional reflection or situational change.

When determining the professional activity to support each objective, be sure to consider your workload, personal obligations, and wellness.

Make June 30 the completion date for your ALP.

Go to the meeting with the principal with your ALP completed in draft form. Be prepared to take the lead and discuss the various aspects of your ALP, and how your professional growth objective is relevant to your work. If the principal doesn't agree with your objective or will not sign the ALP, contact the federation as soon as possible.

MVAI Access link from home:

<https://mxweb2.media-x.com/home/lkdsb/>