HQT Individualized Professional Development Plan

Any teacher who is not Highly Qualified and has not demonstrated subject matter competency by June 30, 2007 (e.g., has not accumulated 100 points on the Pennsylvania HOUSSE), must develop, in consultation with his/her school district, an HQT Individualized Professional Development Plan (IPDP) to attain Highly Qualified Teacher Designation. The teacher and the district must write the HQT IPDP before June 30, 2007. (See form attached below). The Teacher must achieve HQT Designation status (fulfill the IPDP) by December 31, 2008.[1]

The HQT IPDP must be updated yearly until the teacher completes the plan and attains HQT status.

Any teacher making satisfactory progress on his/her HQT IPDP may continue to teach the core content area(s) for which he/she is seeking HQT status until December 31, 2008, even though that teacher will not be considered Highly Qualified until the teacher completes the IPDP and demonstrates subject matter competency in the core content area(s). Teachers who are neither Highly Qualified nor engaged in an HQT IPDP should not be assigned as the primary instructor of any core content area class. Districts must report to the public and parents the Highly Qualified Teacher status of all teachers in accordance with federal requirements.

If a teaching assignment changes, the federal Highly Qualified Teacher requirements must be met for each new and continuing core academic subject assignment.

[1] The School District Superintendent may extend any Individual Professional Development Plan on an individual, case-by-case basis when exceptional circumstances warrant the extension. Exceptional circumstances include active military duty, debilitating medical condition and authorized family medical leave. A teacher wishing to apply for an extension must do so by submitting a written application to the Superintendent setting forth the exceptional circumstances and providing any documentation or other evidence deemed pertinent.

Pennsylvania Highly Qualified Teacher
Individual Professional Development Plan

Teacher Name: _____ SSN: _____

School District: _____ Building: _____

Areas of Pennsylvania Certification: _____

Current Core Academic Subject Assignments: _____

_____

Core Academic Assignment(s) for which the educator has not yet met the federal definition of a highly qualified teacher: _____

Current number of points attained on the Pennsylvania HOUSSE rubric: _____

Number of additional points necessary for HQT status: _____

Actions	Specific Activity to Be Accomplished	Timeline for Completion
1. Take and Pass the appropriate PRAXIS II content test		
2. Take additional college coursework and/or approved professional development courses to complete the HOUSSE plan.		
3. Other (Be specific)		

Teacher Signature: _____ Date: _____

Superintendent (or designee) name and title: _____

Superintendent (or designee) signature: _____ Date: _____

Please note: a copy of this form must be maintained on file by the Superintendent.