



Career Development Plan Submission Guidelines: (Step-By-Step Guide to Creating A NEW Plan)

Before beginning, you will need to have a Google account. You can create one easily and for free at: <https://accounts.google.com/SignUp>

1. In your browser (Chrome, Firefox, etc.), navigate to www.google.com
2. Sign In to your Google Account
3. Go to this address: <http://goo.gl/CyUJEO>
4. From the File Menu, select "Make a copy"
5. Name your new plan according to the following format: Your Name, Your Site, and Plan Years (For Example, Gary Myers, HMS, 2017-2020)

Directions: This template is designed to give each educator a general outline for writing a good career development plan. To make your own version of this document so you can edit your plan, simply select "Make a copy" from the File menu above, and give the document an appropriate title. It should follow the following format: Your Name, Your Site, and Plan Years (For Example, my plan's title would be Gary Myers, HMS, 2016-2019). Then, simply replace the outline below with your own information. Please contact the third Monday in September. For my...

Name: helenapcap@gmail.com

Assignment: the third Monday

Length of Plan: the third Monday

A. Goal Information
State each goal clearly and concisely. Each goal should be measurable and may articulate up to three indicators of progress.

B. Plan Description
Describe the situation/demographic data relevant to your current goal. Indicate how your plan relates to school mission statement, SIP, or curriculum standards. Describe how you will accomplish the goal. (i.e.: Best Practices, Research, Prof. Development, etc.)

C. Timeline
Year 1: Describe a detailed timeline for each step of the plan. (Monthly, Quarterly, etc.)
Year 2: Describe a detailed timeline for each step of the plan. (Monthly, Quarterly, etc.)
Year 3: Describe a detailed timeline for each step of the plan. (Monthly, Quarterly, etc.)

D. Indicators of Progress
Describe how you will measure/assess the progress of your plan. (i.e.: log of activities, journal, check point, sharing, etc.)

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Copy of Helena PCAP Template
Comments will not be copied to the new document.

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Sharing settings

Link to share (only accessible by collaborators)
<https://docs.google.com/document/d/1d75ws11XILIU06yCPNNVSmVY8tMtMkMV0fM>

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Who has access

Private - Only the people listed below can access [Change...](#)

Gary Myers (you) montanaschnzr@gmail... [Is owner](#)

Add people:
 [Can edit](#)

Notify people via email - [Add message](#)

Send a copy to myself
 Paste the item itself into the email

[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

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6. Follow the directions on the form to complete your PCAP Plan
7. Click on the "Share" box in the top right
8. Add helenapcap@gmail.com in the box at the bottom, set the sharing to "Can edit," and click on "Share and save."
9. Click "Done" to close the sharing window
10. When your plan is done and shared you can close your browser

Note: You can return to your plan at any time by following the steps on the next page. Peer-review of new plans is a time-consuming process. You will receive an email when this process is complete. Reviewers may also contact you to ask for clarification, additional information, or details on your plan.

Please visit <https://hsd1.sharepoint.com/admin/PCAP> for additional information.

Please contact Gary Myers with questions: gmyers@helenaschools.org, or 324-1087

All plans must be completed and shared by the third Monday in September



Career Development Plan Submission Guidelines:

(Step-By-Step Guide to modifying an EXISTING plan:)

You can access your existing plan at any time.

1. In your browser (Chrome, Firefox, etc.), navigate to www.google.com
2. Sign In to your Google Account
3. At the top right of the screen click the grid and select “Drive”
4. Double click on your plan to open it
5. If you have changes to make, make them in the document
6. At the top of the document add the appropriate text:

No changes for 20XX-20XX

Minor Changes for 20XX-20XX

7. You can close your browser...there is no need to “re-share” or “save” your plan, as it is already on file. You will not receive an “approval” notification, as your plan is considered to be “in progress.” Please note that you must submit a Year-End-Summary to your administrator each year with an update on the progress of your plan.

Please visit <https://hsd1.sharepoint.com/admin/PCAP> for additional information.

Please contact Gary Myers with questions: gmyers@helenaschools.org, or 324-1087

All plans must be updated by the third Monday in September