

PERSONAL CAPACITY WORKSHEET

This document is an optional tool to assist you in selecting areas of focus for your Professional Growth Plan. Use the Professional Certificate Descriptions of Practice for descriptions of “Not Yet Met” and “At Standard.” You may choose to take notes or list examples from your practice in the boxes to help you analyze your capacity for each Criterion.

Professional Certificate Criteria	Descriptions of Practice <i>#s from the Description of Practice Document</i>	Rate your capacity using the Professional Certificate Descriptions of Practice as a guide.	
Effective Teaching		At Standard	Not Yet Met
1(a) using instructional strategies that make the learning meaningful and show positive impact on student learning	1		
	2		
	3		
	4		
	5		
1(b) using a variety of assessment strategies and data to monitor and improve instruction	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		

Professional Certificate Criteria	Descriptions of Practice <i>#s from the Description of Practice Document</i>	Rate your capacity using the Professional Certificate Descriptions of Practice as a guide.	
1 (c) Using appropriate classroom management principles, processes, and practices to foster a safe, positive, student-focused learning environment.	1		
	2		
	3		
	4		
	5		
	6		
1(d) designing and/or adapting challenging curriculum that is based on the diverse needs of each student	1		
	2		
	3		
	4		
	5		
	6		
1(e) demonstrating cultural sensitivity in teaching and in relationships with students, families, and community members.	1		
	2		
	3		
	4		
	5		
1(f) integrating technology into instruction and assessment	1		
	2		

Professional Certificate Criteria	Descriptions of Practice <i>#s from the Description of Practice Document</i>	Rate your capacity using the Professional Certificate Descriptions of Practice as a guide.	
1(f) integrating technology into instruction and assessment (continued)	3		
1(g) informing, involving, and collaborating with families and community members as partners in each student's educational process, including using information about student achievement and performance.	1		
	2		
	3		
	4		
Professional Development		At Standard	Not Yet Met
2(a) evaluating the effects of his/her teaching through feedback and reflection	1		
	2		
	3		
2(b) using professional standards and district criteria to assess professional performance, and plan and implement appropriate growth activities	1		
	2		
	3		
2(c) remaining current in subject area(s), theories, practice, research, and ethical practice	1		
	2		
	3		
Professional Contributions		At Standard	Not Yet Met
3(a) Advocating for curriculum, instruction, and learning environments that meet the diverse needs of each student; and	1		

Professional Certificate Criteria	Descriptions of Practice <i>#s from the Description of Practice Document</i>	Rate your capacity using the Professional Certificate Descriptions of Practice as a guide.	
3(b) participating collaboratively in school improvement activities and contributing to collegial decision making.	1		
	2		
	3		
	4		