January 28, 2014

TO: Chief School Administrators
Charter School Lead Persons
School Leaders

ROUTE TO: All District Principals and Assistant/Vice Principals

FROM: Peter Shulman, Assistant Commissioner/Chief Talent Officer
Division of Teacher and Leader Effectiveness

SUBJECT: School and District Professional Development Planning Requirements

The New Jersey Department of Education (“the Department”) continues to provide guidance and resources related to new professional development regulations that became effective on July 1, 2013. Previously, we released information about individual professional development plans (PDPs) for teachers, school leaders, principals/supervisors, and chief school administrators. This information is posted on our Professional Development Website. Today, we have published the following overviews of new requirements for school- and district-level professional development (PD) planning processes:

- Overview of School-Level PD Planning Requirements
- Overview of District-Level PD Planning Requirements

Each overview highlights major changes in the new regulations and compares previous to new requirements.

Please note that external reviews of district plans are no longer required and the new regulations give chief school administrators full autonomy to organize the district-level PD planning process. Therefore, the Department is no longer requiring a date for completion of the annual district PD plan. Instead, we encourage each district to set a timeline which aligns with its educational program planning and budgetary approval needs. This timeline should be shared with principals so that they can submit their school-level PD plans for consideration accordingly.
If you have any questions about new regulations and requirements, please contact teachpd@doe.state.nj.us.

PS/CP/JP/012814 School and District PD Planning Requirements
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