



REGION 9
EDUCATION COOPERATIVE



PDD- Professional Development Dossier

February 2020

Objectives:

- Review guidelines
- Be aware of submission dates and fees
- Take a look at Strand A, B, C
- Walk through online submission
- Questions/concerns
- Time to work



What is the dossier?

The Professional Development Dossier (PDD) is a focused, compact collection of documentation compiled by the teacher seeking licensure advancement with support from her/his school district. The PDD documentation is a collection of classroom data (lesson descriptions, handouts, student work, video and audio recordings, photos) with explanations of that data written by the teacher, accompanied by verification and recommendation by the district superintendent.

No one part of the PDD serves to fully represent a teacher's work, but the entire PDD is intended to provide evidence to determine when a teacher is qualified to advance to a higher level of licensure.

The PDD is organized into five strands. These five strands are aligned with the New Mexico Teacher Competencies and Indicators and are designed to help teachers document their teaching for reviewers from outside their school and district. This booklet, Requirements & Guidelines for the Preparation of the New Mexico Professional Development Dossier, provides detailed instructions for preparing each strand and for submitting a completed PDD.



- Advancement to higher levels of teacher licensure in the State of New Mexico is based on the regulations in the Title 6, Chapter 69, of the NM Administrative Code.
- These regulations outline the competencies for each level and set the parameters for the assessment system.
- Every teacher will submit a Professional Development Dossier (PDD) at the end of three to five years of successful teaching at Level I in order to advance to Level II. A teacher must apply for Level II licensure at the end of three to five years of successful teaching at Level I, including successful completion of a formal mentoring program in his or her district.
- Teachers who seek Level III licensure may submit an additional PDD after their third year of successful teaching at Level II.
- A teacher is eligible to apply for Level III licensure upon completion of at least three years of successful teaching at Level II **AND** achievement of either an approved post-baccalaureate (master's) degree or advanced certification from the National Board for Professional Teaching Standards.



What's new:

Regional coaches, smaller amount of reviewers, more training and calibration.
Feedback to applicants for 'does not meets' submissions.



Important dates:

Window opens- July 15th

Window closes- March 31st



The process for the dossier:

- Decide on unit/content area of lesson
- Gather data
- Choose students to analyze
- Ensure forms are signed by parents (in guidelines packet)
- Gather more data

PDD Permission Slip

Student Name: _____

Address: _____

Teacher: _____

School: _____

I am the parent/legal guardian of the student named above. I have received and read your letter regarding your Professional Development Dossier. Please check all that apply below.

_____ Yes, I give my permission to include my child's image on videotape for purposes of the PDD.

_____ No, I do not give my permission to include my child's image on videotape for purposes of the PDD.

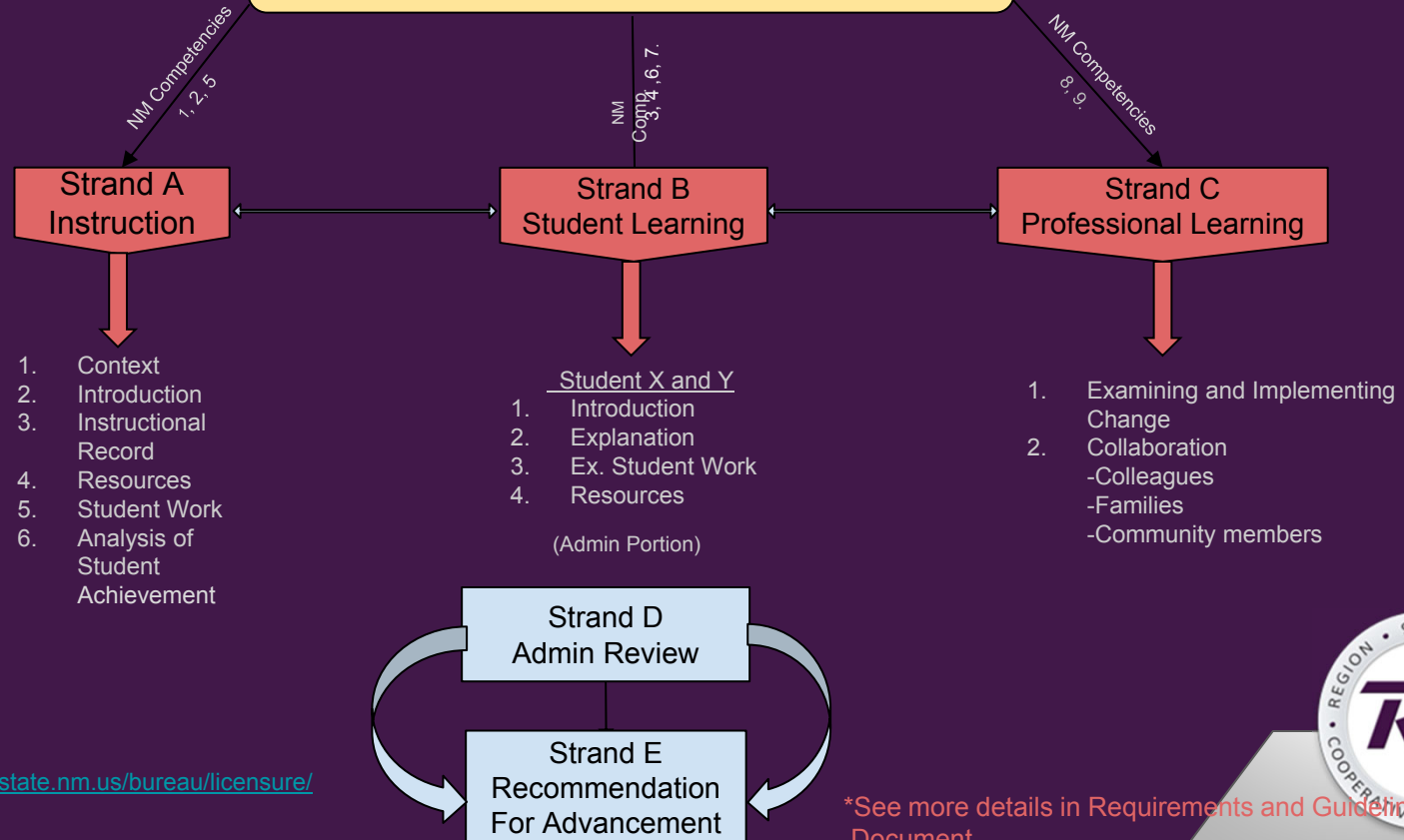
_____ Yes, I give my permission to reproduce and include my child's work for purposes of the PDD.

_____ No, I do not give my permission to reproduce and include my child's work for purposes of the PDD.

Signature of Parent or Guardian _____ Date _____



NM Professional Development Dossier Concept Map



<https://webnew.ped.state.nm.us/bureau/licensure/>

*See more details in Requirements and Guidelines Document.



Strand A: (competencies 1,2,5)

- **Context**
- **Introduction**
- **Instructional record**
- **Resources**
- **Student work**
- **Analysis of student achievement**



Strand A - demonstrates that the teacher can plan effectively for instruction and assess the results. Through an explanation supported by evidence of what occurs in a 3-5 hour segment of instruction, the teacher describes how activities and assessments fit the needs and learning goals of students in his/her classroom.

Part of the evidence:

1 high, 1 mid-range, and 1 low achieving student work samples related to the segment of instruction



Explanation of
WHY you did it.

What you
did and
what the
students
did.

Instructional Record	
Activity Title: Write a name for each activity, the configuration of student groups, and record the approximate duration of the activity in minutes. Center this information above both columns.	
Description: <i>What you did and what the students did.</i> On the left side of each page of your Instructional Record, describe the learning experiences in your classroom. <ul style="list-style-type: none">• Be specific about your actions and characterize what you said.• Refer to any materials or resources used. These will be labeled and included in Section IV: Resources.• Be specific about what students did, materials they used, and the nature of their interactions.	Explanation: <i>Why you did it.</i> On the right side of each page of your Instructional Record, explain the experiences that you describe in the left column. Within your explanation, talk about why (and how, if relevant) these activities allowed you to: <ul style="list-style-type: none">• adapt instruction to your students' diverse learning needs• help students to make connections with other ideas that they have encountered in your class or in other disciplines.• help students build upon and extend their knowledge and abilities.

Tips.....
Visuals, DI, Visual
of classroom,
rapport,
communication,
opportunity



Strand B: (competencies 3,4,6,7)

Student X and Y

- Introduction
- Explanation
- Example student work
- Resources



Student X

I. Introduction

II. Explanation of Student Learning

III. Examples of Student Work (with assignments)

IV. Resources



Student Y

I. Introduction

II. Explanation of Student Learning

III. Examples of Student Work (with assignments)

IV. Resources

When you have sufficient data that show how each student is learning one or more concepts, understanding, or skills in a content area, you should begin your documentation. To document the Student Learning Strand for external review, you will need to carefully analyze your notes and other data to determine how to describe student growth and what work best illustrates that growth.

- Remember parent communication
- Student rapport
- Show diversity
- Relevant room displays--
 - overhead projections,
 - bulletin boards, things written on whiteboard,
 - student work,
 - any other visual representations that supported student learning.



Strand C: (competencies 8,9)

- **Examining and implementing of change**
- **Collaboration**
 - **Colleagues**
 - **Families**
 - **Community members**



Strand C

2 parts:

Section 1: Focuses on Competency 8- how you examine and implement change

Section 2: Focuses on Competency 9- how you work productively with colleagues, families and/or community members.

The two sections represent different aspects of Professional Learning and should be documented separately. In addition, these two sections do not have to be related to one another. The sections may describe either independent activities or those related in some way. (For example, your consideration of change in Section I may be an outgrowth of a collaborative activity.)



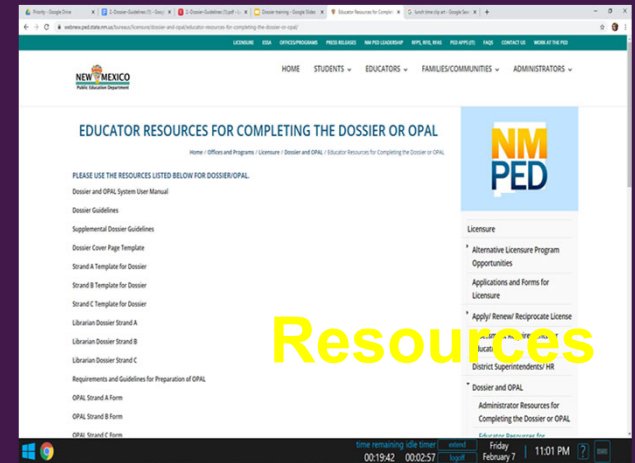
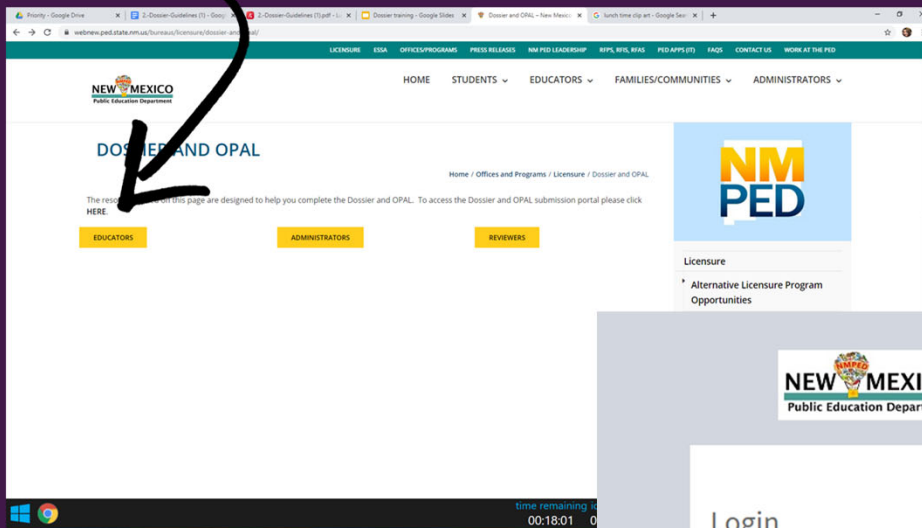
Strand D: Admin review
**Strand E: Recommendation for
advancement**



Where do I register for the dossier portal?

<https://webnew.ped.state.nm.us/bureau/licensure/>





The screenshot shows the New Mexico Public Education Department login and registration form. The form includes fields for 'UserName', 'Password', and 'Select Member Type'. There is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. Below the form, there are links for 'Sign In', 'Forgot Password', and 'Register'. A large black arrow points to the 'Register' link.

Register



Now what.....

- **Fees- \$320 to submit-** currently you have to mail in your payment- in process of switching to online payments
- **\$90 to resubmit a failed strand**

*Once your payment is received your dossier is sent to reviewers.



Time to work!

TIME to WORK!





Cleo L. Mow

Region 9

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TIME FOR
LUNCH

Return
by
1:00pm

