The Annual Learning Plan (ALP)

OSSTF Advice on the Development of your Annual Learning Plan

- ✓ The Annual Learning Plan is teacher authored and teacher directed.
- ✓ The principal's role is one of consultation and review. Your ALP does not have to be "approved" by your principal.
- ✓ The goals that you include in your ALP are your goals. If you wish to include school and board improvement goals among them, you may. However you cannot be required to include such initiatives.
- ✓ If your principal demands that you include certain goals on your ALP, or refuses to sign the document because of a disagreement over its contents, contact OSSTF for advice.
- ✓ There is no minimum number of goals that must appear on your ALP, nor is there a maximum.
- ✓ Choose realistic and attainable professional growth goals. Be mindful of your other obligations when choosing your goals. Consider professional, personal, financial and health-related factors when assessing the attainability of your objectives.
- ✓ Objectives related to extracurricular activities should not be part of your ALP, as they are not included in the Duties of Teachers in the Education Act or its regulations.
- ✓ When meeting with the principal to discuss your ALP, be prepared to discuss the goals that you have outlined, as well as the strategies that you intend to implement to achieve the goals. Also be prepared to explain the relevance of your goals to your professional practice.
- ✓ A meeting to discuss your ALP with the principal is only required during evaluation years. In non-evaluation years, a meeting must only occur if either you or the principal requests it.
- ✓ Although parent and student input is not required under the regulations, the Technical Requirements Manual recommends it. If the ALP form used by your board has an area to complete regarding parent and student input, if you wish to you may use the space to indicate if or how parents' or students' comments had an influence on the choice of goals and strategies in your ALP. The use of such input is strictly voluntary. If parent and student input had no influence on your choice of professional growth objectives, this area may be left blank.
- ✓ Your ALP is a living document. You may revisit it at any time to revise it. When doing so, consult with your principal as required by the regulations.

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