

## IMPROVEMENT PLAN GUIDANCE AND TEMPLATE

### PURPOSE:

The Improvement Plan is to improve the practice of educators with a summative rating of UNSATISFACTORY with the goal of earning a rating of at least NEEDS IMPROVEMENT at the end of the plan. The plan may be for 30 days to 12 months in length; the length of the plan should be determined by the goals and activities that the educator must attain and complete. Because of the serious nature of having an Improvement Plan, it is recommended that there not be an additional Educator Plan. However, this guidance is based on the premise that the educator has a plan with a team professional practice goal and student learning goal and that the Improvement Plan is specific to the educator's areas needing improvement.

### WHO:

1. Only educators with Professional Teacher Status.
2. Educators whose overall performance rating is UNSATISFACTORY.
3. Developed by the evaluator with educator input.

### WHEN:

1. The recommendation that the educator have an Improvement Plan will usually occur at the end of the summative evaluation cycle.
2. During the course of observations and evidence collection for an educator on a Directed Growth Plan, the evaluator may determine that the evidence suggests that the educator's practice has declined to an overall unsatisfactory level. The evaluator may then make a recommendation that the educator's plan be changed to an Improvement Plan.

### ELEMENTS:

1. **IMPROVEMENT GOAL:** Define the improvement goal(s) directly related to the performance standard(s) and/or student learning outcomes that must be improved.
2. **EDUCATOR ACTIVITIES:** Describe the activities the educator will complete with the goal of improving practice and/or performance.
3. **EVIDENCE – EDUCATOR AND/OR STUDENT WORK PRODUCTS:** Describe the educator work products or student work samples that must be compiled and organized as evidence of completing the work required in the plan.
4. **DISTRICT ASSISTANCE AND SUPPORT:** Describe the assistance that the district will make available to the educator and identify the individual(s) assigned to provide assistance, which must include minimally the Supervising Evaluator.
5. **MEASUREABLE OUTCOMES:** Articulate the measurable outcomes that will be accepted as evidence of improvement. These outcomes should allow for an array of evidence.
6. **TIMELINE & FORMATIVE ASSESSMENT(S):** Detail the timeline for completion of each component of the Directed Growth Plan, including at a minimum a mid-cycle formative assessment report of the educator's progress toward meeting the goals within the time frame of the plan and a summative evaluation at the end of the plan.
7. Include the signatures of the Educator and Supervising Evaluator.
8. **SUMMATIVE EVALUATION DECISION AND RECOMMENDATION:**
  - a. If at the end of the Improvement Plan the educator's overall performance is rated at least PROFICIENT, the educator will have a Self-Directed Growth Plan in the next evaluation cycle.
  - b. If at the end of the Improvement Plan the educator's overall performance is rated at least NEEDS IMPROVEMENT, the educator will have a Directed Growth Plan in the next evaluation cycle.
  - c. If at the end of the Improvement Plan the educator's overall performance is rated UNSATISFACTORY, the educator may be recommended for dismissal.

## IMPROVEMENT PLAN – FOR EDUCATORS WITH PTS RATED OVERALL UNSATISFACTORY

EDUCATOR	PLAN DEADLINE	ATTAINMENT OF GOAL	
<b>1. IMPROVEMENT GOAL 1</b>		<input type="checkbox"/> Formative <input type="checkbox"/> Summative	<input type="checkbox"/> Exceeded goal <input type="checkbox"/> Met goal <input type="checkbox"/> Sufficient progress <input type="checkbox"/> Insufficient progress <input type="checkbox"/> No Progress
<b>IMPROVEMENT GOAL 2</b>		<input type="checkbox"/> Formative <input type="checkbox"/> Summative	<input type="checkbox"/> Exceeded goal <input type="checkbox"/> Met goal <input type="checkbox"/> Sufficient progress <input type="checkbox"/> Insufficient progress <input type="checkbox"/> No Progress
<b>2. EDUCATOR ACTIVITIES</b>		<b>Deadline</b>	
<b>3. EVIDENCE: EDUCATOR AND/OR STUDENT WORK PRODUCTS</b>		<b>Deadline</b>	
<b>4. DISTRICT ASSISTANCE AND SUPPORT</b>		<b>Deadline</b>	
<b>5. MEASUREABLE OUTCOMES</b>		<b>Deadline</b>	
<b>6. TIMELINE &amp; FORMATIVE ASSESSMENT(S)</b>			

**7. SIGNATURE OF EVALUATOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGNATURE OF EDUCATOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**8. RECOMMENDATION**

- The educator's practice on the goals is at least proficient and will be on a Self-Directed Growth Plan in the next evaluation cycle.
- The educator's practice on the goals is needs improvement and will be on a Directed Growth Plan in the next evaluation cycle.
- The educator's practice on the goals remains at unsatisfactory and is recommended for dismissal.