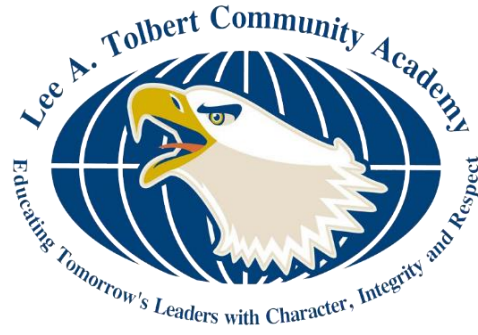


DRAFT



# Lee A Tolbert Community Academy

---

Professional Improvement Plan – Instructional Staff

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Date of Inception: \_\_\_\_\_

### LATCA Mission

The mission of Lee A Tolbert Community Academy, as a transformational, multicultural charter school is to prepare students for entrepreneurial leadership in the twenty-first century by providing a nurturing environment and rigorous learning experiences for successful competition in a global society.

Our goal is to produce fully-equipped global citizens through a relevant, dynamic and a rigorous curriculum, facilitated by culturally sensitive, highly skilled, effective and committed educators who provide a **safe, nurturing environment for each student to learn every day**, in every subject without exception.

### Introduction

Lee A Tolbert Community Academy is committed to recruiting, developing, and retaining a dedicated, high-quality team of educators and staff who provide a service and impacts the lives of our students. Part of this process includes identifying educators and staff who need additional assistance to improve their performance or recommend termination of employment as necessary. The ultimate goal is for all staff to grow and improve performance within their job to continue as employees as Lee A Tolbert Community Academy. Adopting clear guidelines for the process of performance improvement is necessary in order to:

- ✓ Provide employees clear guidelines on exactly what must happen in order to improve performance
- ✓ Provide an additional opportunity to review the steps leading to the Improvement Plan
- ✓ Maintain a positive school culture by having a transparent and fair performance improvement process
- ✓ Ensure performance issues are dealt with in a way that meets legal and professional standards

As the school year begins, each employee will receive: informal observations, conferences, individual development strategies, and several **coaching conversations**. Therefore, a Professional Improvement Plan should **not** come as a surprise to the educators involved.

Once an evaluator has identified a low performing staff member, the following process should be followed:

- ✓ The improvement plan will only be implemented after at least 2 documented efforts to address the performance concerns.
- ✓ The supervisor will meet with the staff member to discuss performance concerns, discuss all previous efforts to address the concerns, and collaboratively draft the professional improvement plan with three (3) or less goals, aligned with the job description and/or standards.
- ✓ The staff/teacher performance will be monitored over the next 30 working days. Monitoring will consist of coaching conversations, recognizing progress, and strategizing about possible obstacles to their progress.
- ✓ After 30 working days, the staff member and the supervisor will reconvene to formally assess progress.
- ✓ If goals have not been met, it could lead to possible termination or the improvement plan may be extended for 30 additional working days (if appropriate).

The PROFESSIONAL IMPROVEMENT PLAN should include **SMART** goals:

**S** – Specific goals articulate exactly what is to be accomplished with details that help guide achievement.

**M** – Measurable goals are easier to track, more likely to be accomplished, and will leave goal-setters with a stronger sense of achievement when the goal is accomplished. You should be able to answer questions the following questions by reading the goals: How much? How many? How will I know when it is accomplished?

**A** – Attainable goals should feel like a stretch, but not an impossible leap. Most any goal can be accomplished with the right planning and support.

**R** – Relevant goals should make a difference in professional practice and help increase the impact on our schools and students.

**T** – Time-bound goals include a specific window of time, appropriate to the specific goal, so that both evaluators and teachers can set expectations. Employees who are on a PROFESSIONAL IMPROVEMENT PLAN have 30 working days to demonstrate progress. If progress is not made in 30 working days, the PROFESSIONAL IMPROVEMENT PLAN may be extended one time. Evaluators should conference with the employee after each walk-through to assess progress toward the goal.

**Professional Improvement plan**

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Employee Position \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**1. Criteria or School Policies not being met**

*List a maximum of two (2) specific standards, criterion or policies that are not being met.*

**(Example) Positive Classroom Environment**

A. **Quality Indicator – Classroom, school and community culture** – as indicated by student learning

**(Example) Student Engagement in the Classroom**

B. **Quality Indicator 1: Instructional strategies should lead to student engagement in problem-solving and critical thinking** - Student participation and learning within every classroom

**2. Specific Areas for improvement in performance**

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Improvement plan**

**Employee Name:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Employee Position** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_

**3. Plan for improving performance**

*Complete the following with specific details for each of the identified areas for improvement.*

**Steps (developed in conjunction with the employee) to assist the employee in meeting expectations**

*(Example: Observe Jane Doe during for one full lesson. Give specific feedback based on improvement plan.)*

**Resources that will be provided to the employee to support improvement**

*(Example: Professional development Training opportunities; Modeling Demonstrations, Instructional Coaches)*

**Data or process(es) that will be used to measure success** *(Example: Pictures, Data Charts, student achievement, other consistent dated documentation, etc.)*

**Timeline for action steps, progress meetings and follow-up meetings**

*(Example: Board Configurations by 2/23/23 – Midpoint meeting 2/21/23 – Final Meeting 3/01/23)*

**Improvement plan**

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Employee Position \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**Communication Log**

*Record all communication surrounding progress toward goals in the PROFESSIONAL IMPROVEMENT PLAN.*

Communication Description: \_\_\_\_\_

Date: \_\_\_\_\_

**Initial Meeting Notes**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**SIGN OFF**

*My signature below indicates agreement with the dates and meetings listed above.*

_____	_____
Employee's signature	Date

**Mid-point Meeting 1: *Evaluator's Summary***  
 (15 working days after initial PROFESSIONAL IMPROVEMENT PLAN)

**Communication Log**

**Employee Name:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Employee Position:** \_\_\_\_\_

**Date of Completion:** \_\_\_\_\_

Record all communication surrounding progress toward goals in the PROFESSIONAL IMPROVEMENT PLAN.

Communication Description: \_\_\_\_\_

Date: \_\_\_\_\_

**Mid-Point Meeting Notes**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**SIGN OFF**

*My signature below indicates agreement with the dates and meetings listed above.*

_____	_____
Employee's signature	Date





**PROFESSIONAL IMPROVEMENT PLAN**

**Completion and Review Meeting: Evaluator’s Summary and Conclusions**

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Employee Position \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**Conclusions**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

The performance targets addressed in the PROFESSIONAL IMPROVEMENT PLAN were:

- Met
- Not Met

My Recommendation is: \_\_\_\_\_

**SIGN OFF**

*My signature below does not constitute agreement with evaluator’s conclusion; it only acknowledges attendance at the meeting.*

\_\_\_\_\_

\_\_\_\_\_

Employee’s signature

Date