

Progressive Improvement Plan Form

NAME: _____ SCHOOL: _____

GRADE LEVEL: _____ SUBJECT(S): _____ CURRENT TRACK: _____

SUPERVISOR: _____ DATE: _____

ORIGINAL CONCERN NOTIFICATION DATE: _____

CONCERN CONFERENCE DATE: _____

As per the Raymond School District Educator Effectiveness Plan, this document is notifying you that a concern regarding your job performance has been investigated by your administrative supervisor, with the resulting determination that the concern will be addressed with an Improvement Plan.

The following plan is to be developed by the administrative supervisor in collaboration with the educator.

Time Period of Plan: _____ Final Evaluation Conference Date: _____

INTERIM SUPERVISION CONFERENCE DATES: _____

DOMAIN OF CONCERN (including a list of attached documentation):

CORRECTIVE ACTION STEPS (including a plan for progress monitoring):

Educator Signature Date

Administrator Signature Date

The signature of the educator does not signify agreement or disagreement with the content of this Progressive Improvement Plan, but only that he/she has seen it and it has been reviewed with the administrator.

- This improvement plan has been developed by the administrative supervisor in collaboration with the educator: _____ (educator's initials) _____ (administrator's initials)
- If observations result in the identification of additional concerns, the administrative supervisor will discuss them in the post-observation conference and document further steps in the Improvement Plan. Educator initials: _____
- The educator should consider this Progressive Improvement Plan documentation to be notification of potential recommendation for non-renewal. Educator initials: _____

Improvement Plan Completion:

- ☐ This plan was completed successfully on or before the designated completion date.
- ☐ This plan was not completed successfully by the designated completion date. The component(s) that continue to be of concern are:

Educator Signature

Date

Administrator Signature

Date

The signature of the educator does not signify agreement or disagreement with the content of this Progressive Improvement Plan, but only that he/she has seen it and it has been reviewed with the administrator.