Ministry of Education

Appendix C
Enrichment Plan for New Teachers (Sample Form)

The principal must prepare an Enrichment Plan for a new teacher whose appraisal has resulted in a *Development Needed* rating. The principal must take into account the teacher's input when preparing the plan. The plan must set out the elements of the New Teacher Induction Program that are appropriate for the new teacher to participate in to improve his or her performance. The plan must also provide a description of the teacher's participation in those elements.

The duties of the principal may be delegated to a vice-principal in the same school or an appropriate supervisory officer.

Teacher's Last Name

Teacher's First Name

Principal's Last Name

Principal's First Name

Name of School

Name of Board

Description of Teacher's Assignment (grade(s), subject(s), full-time/part-time, elementary/secondary, etc.)

Provide a description of the element(s) of the New Teacher Induction Program that would be appropriate for the teacher to participate in to improve his or her performance. Input from the new teacher must be taken into account.

Competencies Requiring Development

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Expectations

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Element(s) of NTIP to Be Provided to Teacher

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Description of Participation in Element(s) (including topic, strategy, timelines, etc.)

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Release Days (if required)

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Teacher's Comments on the Enrichment Plan (Optional)

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Principal's Comments on the Enrichment Plan (Optional)

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Date of Next Performance Appraisal

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┌──────────────────────────────┐
│                              │
└──────────────────────────────┘
```
Date (yyyy/mm/dd)

Principal's Signature

My signature indicates that I developed this Enrichment Plan with the teacher's input.

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┌──────────────────────────────┐      ┌──────────────────────────────┐
│  X                           │      │                              │
└──────────────────────────────┘      └──────────────────────────────┘
                                        Date (yyyy/mm/dd)
```

Teacher's Signature

My signature indicates that I provided input into the Enrichment Plan.

```
┌──────────────────────────────┐      ┌──────────────────────────────┐
│  X                           │      │                              │
└──────────────────────────────┘      └──────────────────────────────┘
                                        Date (yyyy/mm/dd)
```

Supervisory Officer's Signature

My signature indicates that the Enrichment Plan has been developed in accordance with the board's policy.

```
┌──────────────────────────────┐      ┌──────────────────────────────┐
│  X                           │      │                              │
└──────────────────────────────┘      └──────────────────────────────┘
                                        Date (yyyy/mm/dd)
```

Appendix C: Enrichment Plan