

Appendix D Improvement Plan for New Teachers (Sample Form)

The principal must prepare an Improvement Plan for a new teacher whose appraisal has resulted in an *Unsatisfactory* rating. The principal must take into account the teacher's input when preparing the plan. This plan must set out steps and actions that the new teacher should take to improve his or her performance.

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.)

Competencies Requiring Improvement

Expectations

Steps and Actions for Improvement (teacher input must be taken into account)

[Empty box for Steps and Actions for Improvement]

Support (e.g., from principal or from board)

[Empty box for Support]

Sample Indicators of Success

[Empty box for Sample Indicators of Success]

Date of Next Performance Appraisal

[Empty box for Date of Next Performance Appraisal]

Date (yyyy/mm/dd)

Teacher's Comments on the Improvement Plan

[Empty box for Teacher's Comments on the Improvement Plan]

Principal's Signature

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

[Signature box for Principal with 'X' placeholder]

[Empty box for Date of Principal's Signature]

Date (yyyy/mm/dd)

Teacher's Signature

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

[Signature box for Teacher with 'X' placeholder]

[Empty box for Date of Teacher's Signature]

Date (yyyy/mm/dd)

Supervisory Officer's Signature

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

[Signature box for Supervisory Officer with 'X' placeholder]

[Empty box for Date of Supervisory Officer's Signature]

Date (yyyy/mm/dd)