

Performance Assistance Plan Cover Sheet

A Collaborative Intervention Plan has been completed that resulted in an unsatisfactory outcome. As per the Written Agreement 12.3, a Performance Assistance Plan needs to be collaboratively developed, which addresses the identified unresolved concern(s).

The plan must be attached to this cover sheet. (See Performance Assistance Plan Template)

The plan must include all of the following items:

1. Statement of specific concern/issue: reference the standard(s) and indicator(s).
2. The evidence/reason for the concern(s)
3. The expected outcome(s) of the plan.
4. The time frame for the plan.
5. Evidence to meet the expected outcome(s).

Upon successful completion of the plan, the standards rating will be changed from **ME** to **E** (Effective).

If the plan outcome(s) are not met, a Remediation Plan will be instituted as per the Written Agreement 12.4.

The Outcome form will be completed at the conclusion.

TEACHER INFORMATION

Teacher Name

Position

School

ACKNOWLEDGEMENT

Teacher's signature

Date

Administrator's signature

Date

12.3 Performance Assistance (Written Agreement)

12.3.1 **Use.** Principals shall use performance assistance before a teacher is placed on remediation.

12.3.2 **Process.** When a principal believes a teacher needs assistance to improve his/her teaching performance, the administrator shall work informally with the teacher using classroom observations, feedback and informal suggestions for improvement. The principal, in consultation with the association, may form a team consistent with 12.4.2.4 which would continue the process of remediation if necessary.

12.3.2.1 **Representation.** The principal shall inform the teacher of his/her right to be represented by the association at any time during the process.

12.3.2.2 **Improve Performance.** The process shall be a developmental effort to help the teacher improve performance and shall be based on standards written and measurable as determined by the principal in consultation with the teacher.

12.3.2.3 **Assistance.** The principal may also call upon district teachers with appropriate training or experience in the grade level or content area to be of assistance in supporting the teacher to improve their performance skills.

12.3.2.4 **Feedback.** Frequent written and oral feedback should be given to the teacher, but no record of this process should be in the teacher's personnel file.

Performance Assistance Plan Template

GOAL(S) OF PLAN

As related to specific indicator(s) in the Standards(s) as they relate to the area(s) of concern not resolved through the Collaborative Intervention process.

STRATEGIES TO ACCOMPLISH GOAL(S)

TIMELINE WITH PERIODIC REVIEW DATES OF PROGRESS

RESOURCES AVAILABLE

OBSERVABLE OUTCOMES

ACKNOWLEDGEMENT

Teacher's signature
(Signature indicates the teacher has read and is familiar with the Performance Assistance Plan)

Date

Administrator's signature

Date

Performance Assistance Plan Outcome

TEACHER INFORMATION

Teacher Name

School

Date

PLAN OUTCOMES

Date plan developed

Date plan completed

RECOMMENDATION OF ADMINISTRATOR

- Teacher has successfully completed the goal(s) of the plan and will return to an **E** (Effective) rating.
The teacher must maintain effective performance or will be moved to remediation.
- Teacher has not satisfactorily completed the goal(s) of the Performance Assistance Plan. The following recommendation is made:
- Teacher has not satisfactorily completed the goal(s) of the Performance Assistance Plan. Will receive a ME/NE and proceed with Remediation per the Written Agreement. (Please attach a copy of the Summative Performance Assessment, 12.3.3)

ACKNOWLEDGEMENT

Teacher's signature

Date

Administrator's signature

Date