

Improvement Plan for Experienced Teachers

The Improvement Plan must be prepared by the principal within 15 school days after the principal has determined that an appraisal of the teacher's performance has resulted in an *Unsatisfactory* rating. This plan must set out steps and actions that the teacher should take to improve his or her performance. The principal must seek input from the teacher as to what steps and actions could help the teacher improve his or her performance.

The duties of the principal may be delegated to a vice-principal in the same school or to an appropriate supervisory officer (refer to section 6, "Scheduling Requirements").

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.)

Improvement Plan

Competencies Requiring Improvement

--

Expectations

--

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

--

Support (for example, from principal, from board)

--

Improvement Plan

Sample Indicators of Success

Date of Next Performance Appraisal

(Must occur in accordance with requirements as set out in Part X.2 of the Education Act, Teacher Performance Appraisal, Process Following Unsatisfactory Rating)

Date (yyyy/mm/dd)

Teacher's Comments on the Improvement Plan

Principal's Signature

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

Date (yyyy/mm/dd)

Teacher's Signature

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

Date (yyyy/mm/dd)