
Improvement Plan for New Teachers

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

Support (for example, from principal, from board)

Sample Indicators of Success

Date (yyyy/mm/dd)

Date of Next Performance Appraisal

Teacher's Comments on the Improvement Plan

Principal's Signature

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

X

Date (yyyy/mm/dd)

Teacher's Signature

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

X

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.

X

Date (yyyy/mm/dd)