



SUCCESS PLAN 2015/2016

SUCCESS PLANS ARE COLLABORATIVELY COMPLETED AFTER THE MEETING WITH AN EMPLOYEE

1. Current Behavior or Performance Requiring Improvement [Where we are]

- This section should specifically describe the reason that the employee needs a success plan in addition to the Deliberate Practice. The behavior or performance observed should be documented in this section, and when it was observed or reported. It should not simply repeat the indicators on the evaluation instrument.

Example-- On September 18, 2014, period 3 during an administrative walk through, you did not use the gradual release model but instead had the students read the section chapter and complete the chapter questions at the end of the assigned reading. Your classroom did not contain a daily common board configuration. There was no interactive word wall. On September 24, 2014, you were asked to provide student data to your team leader and did not provide the data. On September 30, 2014, parents questioned your grading of assignments and tests and there were no grades in FOCUS.

2. Expectations [Where we want to be]:

- This section is intended to specifically describe what is expected of the employee with regard to the deficiencies reported above.

Example--- You will introduce your lesson by using explicit instruction modeling the skills for students utilizing guided practice and then facilitating independent student. Modeling, guided practice and independent work should be evident on an ongoing basis. These elements will be observed during walkthroughs, observations, meeting conferences, and reviewing student work. You will display an updated common board configuration daily in your classroom. Also, you will have an interactive word wall. You will provide data relating to student learning gains, performance on assessments, and other information requested. You will enter all grades in focus and will have a rubric to demonstrate how grades are determined.

3. Suggested Activities for Growth [How do we get there]:

- This section is to provide the strategies for the teacher to fill the gap between current performance and the expectations.

Example-- Enroll and complete the Moodle for the "Science Just in Time Training" or other professional development relating to curriculum; employee and administrator will model an appropriate lesson; visit classrooms of co-workers to assist with word wall;

- District science coach will model guided practice and independent work on (list specific date)
- Visit science teacher on (list specific date) to assist with word wall and to explain
- Meet with team leader to explain what, why, and how data on students should be provided pursuant to his/her request; enroll in training to understand focus if that is a weakness

4. Support Available to Employee [Time Line of Employee Support, i.e. Model Lesson Plan]

- This section should list the specific support which will be provided to the teacher and by whom

Example:

- District science coach will provide modeling of lessons, sample lesson plans, and will observe lessons and provide feedback on (list specific date)
- Science department head will observe lessons and provide feedback; coordinate opportunity to observe other teachers, review sample lesson plans and classrooms of other teachers; assure teacher has all instructional materials on (list specific date)
- Principal and Assistant Principal will conduct walkthroughs and provide feedback; will maintain an open-door policy for all questions or concerns; will network with IT department on difficulty with FOCUS and technical issues extracting student data two (2) times per week

5. Calendar Timelines

- Timeframe for observations and feedback
- Discussion with administration and employee to determine the accomplishment of goals and goals that need to be worked on by the end of the year or semester if Success Plan is needed to continue
- We will meet the 2nd and 4th Monday of each month at 8:45 a.m. in the principal's conference room starting on [Identify date(s) of meetings]
- Meeting dates
 - September 8 and 22, 2014
 - October 6 and 20, 2014
 - November 10, 2014
 - December 9, 2014
 - January 13 and 27, 2015
 - February 10 and 24, 2015
 - March 10 and 24, 2015
 - April 14 and 28, 2015
 - May 12 and 18, 2015
- Please bring all related documentation to every meeting
- This plan will be followed until May 18, 2015



SUCCESS PLAN
2015/2016

6. Teacher Input

Teacher Signature/Date

Administrator Signature/Date

- ❖ Success Plans must be developed collaboratively with the employee.

c: School Personnel File