

Professional Improvement Plan

The Professional Improvement Plan (PIP) is designed to provide support through communication, discussion and collaboration in the areas (s) of significant concern. The administrator and teacher will jointly determine the strategies to be taken to overcome the deficiencies, but it is agreed that the primary responsibility for correction of the deficiencies remains with the teacher. The administrator and teacher will agree on a mutual time-line to improve any noted deficiencies.

The Purpose of a PIP is to:

- improve teacher performance
- provide targeted, intensive assistance process;
- provide additional support;
- provide due process for possible disciplinary action;
- provide information to determine tenure

Referral to PIP

1. The administrator may recommend a teacher for the PIP component when the concerns are such that an intensive intervention process is necessary.
2. The administrator, via written report to the superintendent or designee, will initiate the recommendation. A copy of the report will also be provided to the teacher. The recommendation will include:
 - A description of the concerns as they relate to the teacher's proficiency in demonstrating the Criteria for Effective Teaching.
 - An explanation of how the teacher is expected to benefit from the PIP.
 - Documentation of previous efforts made by administrator and/or teacher to improve performance.
3. If the teacher recognizes that there are deficiencies in performance and exhibits a willingness to address the concerns, the PIP component will commence.
4. If the teacher refuses to recognize deficiencies and/or rejects the recommendation for a PIP, the District will take appropriate action with regard to due process.

PROFESSIONAL IMPROVEMENT PLAN WORKSHEET

(To be completed jointly by teacher and administrator)

Name _____ Building _____ Grade/Subject _____

AREA(S) NEEDING IMPROVEMENT	ACTION STEPS (Provide detailed description)	TIMELINE FOR COMPLETION	EVIDENCE

Teacher's Comments: _____

Administrator's Comments: _____

Teacher's Signature

Date

Administrator's Signature

Date