

SCHOOL DISTRICT OF THE CITY OF SAGINAW IMPROVEMENT PHASE/ INDIVIDUALIZED DEVELOPMENT PLAN (IDP)

The Professional Growth Process for instructional staff is designed to recognize and improve good instruction. For staff members who have not demonstrated effective or highly effective performance, a more direct and intensive system is necessary.

In support of the District's commitment and responsibility to ensure quality service for students, Plan III exists for the following purposes:

- To improve student achievement
- To enable a teacher the opportunity to seek assistance in areas of weakness
- To provide a structured process for a teacher who may benefit from more support
- To provide accountability for decisions to continue employment

When an administrator's observation and/or evaluation indicate a level of ineffective or minimally effective performance, the administrator must consult with the appropriate Human Resources administrator before recommending an employee be placed on an Improvement Assessment/IDP. Documentation (including observations, written records and data resulting from implementation of Plan II and/or the Awareness Phase which support the ineffective or minimally effective performance) must be prepared to substantiate the request.

Based upon the specific identified performance needs and deficiencies, a concrete plan will be developed by the building or program administrator and the Human Resources administrator. This plan will incorporate input from the teacher. The plan will include, but not be limited to:

- A. A statement of deficiencies/weaknesses.
- B. Specific statement of level of acceptable performance required and the related time frame to meet this expectation.
- C. Suggestions of strategies, approaches, methodologies, and trainings related to potential improvement.
- D. Description of assistance and resources available from administration.
- E. Statement/input from the teacher.
- F. Signatures of the teacher, administrator, and a Human Resources administrator.

SCHOOL DISTRICT OF THE CITY OF SAGINAW
**IMPROVEMENT ASSESSMENT/
INDIVIDUALIZED DEVELOPMENT PLAN (IDP)**

NAME: _____

Beginning Date of Plan: _____

SCHOOL: _____

Ending Date of Plan: _____

Based upon the specific identified performance needs and deficiencies, a concrete plan will be developed by the building or program administrator and the Human Resources administrator.

This plan will incorporate input from the teacher. The plan will include, but not be limited to:

A. Statement of deficiencies/weaknesses (completed by administrator):

Domain 1 Planning and Preparation

Domain 3 Instruction

Domain 2 The Classroom Environment

Domain 4 Professional Responsibilities

Domain 5 Student Growth

B. Specific statement of level of acceptable performance required and the related time frame to meet this expectation (completed by administrator)

C. Suggestions of strategies, approaches, methodologies, and trainings related to potential improvement (completed by administrator).

D. Description of assistance and resources available from administration (completed by administrator)..

E. Statement/input from the teacher.

The teacher's signature below denotes that the plan has been developed in consultation between the teacher and the administrator.

Signature of Teacher

Signature of Principal/Administrator

Date _____

Date _____

Signature of Human Resources Administrator

Date _____

1 copy teacher

1 copy administrator

1 copy Human Resources File