

NORFOLK PUBLIC SCHOOLS PERFORMANCE IMPROVEMENT PLAN

Teacher: _____ Date: _____ School Year: _____

Building: _____ Assignment: _____

Administrator's Name: _____

Introductory Statement:

Supervisor Summary Comments:

NORFOLK PUBLIC SCHOOLS PERFORMANCE IMPROVEMENT PLAN

Professional Performance Improvement Goal #1

Statement of Performance Expectations:

Staff Member's Performance:

Direction and Support Offered by the Supervisor:

Expected Performance Outcome:

Performance Measurement:

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Professional Performance Improvement Goal #2

Statement of Performance Expectations:

Staff Member's Performance:

Direction and Support Offered by the Supervisor:

Expected Performance Outcome:

Performance Measurement:

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Professional Performance Improvement Goal #3

Statement of Performance Expectations:

Staff Member's Performance:

Direction and Support Offered by the Supervisor:

Expected Performance Outcome:

Performance Measurement:

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Professional Performance Improvement Goal #4

Statement of Performance Expectations:

Staff Member's Performance:

Direction and Support Offered by the Supervisor:

Expected Performance Outcome:

Performance Measurement:

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Professional Performance Improvement Goal #5

Statement of Performance Expectations:

Staff Member's Performance:

Direction and Support Offered by the Supervisor:

Expected Performance Outcome:

Performance Measurement:

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Timeline:

Recommendation for Action:

At the conclusion of the Professional Performance Improvement Plan on _____, the administrator will make a recommendation to the Director of Teaching and Learning and the Superintendent. The recommendation may include:

- Implementation of the plan, in all areas, has been successful. In such case, improvement will be expected to be maintained on a continuing and ongoing basis with no end date. Should performance decline during the teacher's career, the teacher's evaluation will reflect such.
- Performance goals were not met. The administrator may recommend terminating the teaching contract of _____.
- While progress has been made by _____ toward the accomplishment of the stated goals, the progress has not been sufficient to bring the plan to conclusion. The administrator recommends the plan be extended until _____, giving _____ additional opportunity to achieve the stated goal.

_____ may at any time during the term of the improvement plan present a request to be released from his/her teaching contract in order to resign.

Conclusion and Acknowledgement:

_____, each of these goals must be met. When we meet at the conclusion of this plan, we will look at you, the teacher as a whole. One goal accomplished is insufficient. Each area must show significant improvement and achievement of the stated goals.

You may respond in writing to this plan at any time as we work through it. If you have questions about the plan as it is outlined, please let us know in writing within seven (7) days of _____ so that we do not jeopardize the timeline that has been established.

Administrator/Supervisor

Date

Staff Member

Date

Note: The teacher's signature indicates the review and receipt of, not necessarily agreement with, this document. The teacher may respond to the statement and supervisor comments on a separate paper and those comments will be attached to this form in the personnel file.

Provide copies to building administrator, program supervisor, staff member, and Director of Teaching and Learning.

It is the policy of Norfolk Public Schools not to discriminate against any individual with regard to race, color, national origin, religion, sex, or disability.