

Employee: **Teacher X**, Kindergarten Teacher

Preparer:, School Leader

School Year: 2011-2012

Reasons for Action: *Improvement in Performance-*

Purpose of the Plan: The purpose of memo is to establish goals in areas that need improvement as noted in observations and evaluations. This plan of support will remain in place for the remainder of the 2014-2015 school year to give **Teacher X** the opportunity to show targeted improvement.

Admonishment: *Area of Deficiency –*

- Instructional Effectiveness (Lesson Planning/ Development and Delivery)
- Classroom Management

Description of conduct or performance:

- During my observations, **Teacher X** seems unprepared to meet the needs of her students individually and collectively for the lesson(s) at hand. This results in loss of instructional time and students making limited progress.
- **Teacher X** seems to enjoy her job, she struggles with classroom management. There is a lack of consistency in processes and procedures as well as student engagement.
- Based upon the data compiled, **Teacher X** students made minimal gains. According to report card assessments, 3 students know all letters, 5 students know all sounds, 2 students have made no gains. 13 students know 10 letters or less.

Expectations:

- **Teacher X** will have clear, consistent classroom processes and procedures conducive to student learning and will follow our Be a Star Program.
- **Teacher X** will utilize current classroom data along with differentiated instruction strategies to drive instruction. Instruction must be geared towards student's ability levels.
- **Teacher X** will prepare lessons and materials for all subject areas in a timely and cohesive manner, ensuring maximum time on task for all her students.

Assistance:

- **Teacher X** has been provided with articles relating to personal and professional time management.
- **Teacher X** has had and will continue to have opportunities to observe other teachers.
- **Teacher X** has and will continue to receive frequent walkthroughs with timely feedback.
- **Teacher X** will continue to participate in the Daily 5 PLC.
- The administration is here to provide support needed as requested from **Teacher X**
- Administration is willing to review lesson plans , give feedback and model a lesson

Timeline:

- This plan of improvement will remain in effect for the remainder of the ----- school year.
- EEPs and formal evaluations will be used to gauge progress in areas of concern.

Consequences:

- This plan highlights areas of improvement as a professional educator. Lack of growth will be followed by a more intensive intervention.

Formative Conferences:

- We will have a review conference on February 9th. During that time, we will review and discuss **Teacher X** continuing plan for improvement. Consecutive meetings will be schedule based on need and evaluative timeline.

I have read and understand the information outlined in this plan of improvement.

Signatures:

_____ Date: _____
Teacher X, Cesar Chavez Academy

_____ Date: _____
School Leader, Cesar Chavez Academy