**Form**

4520 (a)

**PERFORMANCE IMPROVEMENT PLAN TEMPLATE  
   
(MUST BE ON SCHOOL LETTERHEAD)**

|  |  |  |
| --- | --- | --- |
| **TO:** | | **DATE:** |
|  | |  |
| **FROM:** | **SUBJECT:** | |
|  | **Performance Improvement Plan** | |

      is being placed on a performance improvement plan with the sincere intent to help because       is not meeting expectations as a       teacher for      . The concentration of this plan includes the following:

* Identify specific contract clause(s)
* Identify specific Teacher Effectiveness Framework Domain(s)
* Other – identify specific action of employee that does not meet known expectations

This performance improvement plan is being implemented for       due to the following specific areas of concern:

* Identify specific contract clause(s)
  + Dates & behavior/situations
* Identify specific Teacher Effectiveness Framework Domain(s)
  + Dates & behavior/situations
* Other – Identify specific action of employee that does not meet known expectations
  + Dates & behavior/situations

As the school year progressed, it has become evident that you have not been responsive to feedback, growth, (describe behavior) as a       teacher for      .

* Summarize previous non-PIP related support provided—acknowledges that prior effort has been made to support the teacher’s growth.

**ACTION PLAN:**

Ultimately, we would like our employees to grow and be all they can be with God’s goodness and grace. In taking the time to identify the gap of “where the person is” to “where the person needs to be” in terms of their job requires an action plan.

I have listed my expectations for assisting you in improving in the action steps below. I would welcome your suggestions of any other strategies / methods that define specific and attainable goals that you feel would assist you in improving.

The following action steps need to be implemented immediately to improve your performance:

* Identify specific actions / strategies / changes in behavior that you want to see the teacher do
* Identify how improvement in these areas will be measured
* Identify the timeframe for these improvements to occur
* Identify the resources / support that will be provided for the teacher to assist him / her in improving his / her performance
  + - Identify resources – books, articles, conference, etc.
    - Identify human support – mentor, coach, observing other teachers, etc.
    - ***Identify frequency of regular meetings between principal and teacher***

The above areas for improvement will be in effect for       {define time period – can include the following school year as well as current school year.} Failure to comply with this action plan may lead to termination during this school year or non-renewal for the       school year. If you have any questions or concerns about this plan, direct them to your supervisor, Principal       or to Pastor/President      .

|  |  |
| --- | --- |
| **EMPLOYEE SIGNATURE** | **DATE** |
|  |  |
| **PRINCIPAL SIGNATURE** | **DATE** |
|  |  |

By entering my full name, I attest that this constitutes my legal electronic signature on this form.