

Plan for Professional Improvement

School Name

Confidential

To:

From:

Date: RE: Plan for professional improvement

The purpose of this document is to define serious areas of concern, gaps in your work performance, reiterate Saint Agnes Catholic School's expectations, and allow you the opportunity to demonstrate improvement and commitment.

Areas of Concern:

- Lack of control in the classroom.
- Define behavior goals of students.
- Provide for a calm, quiet learning environment

Observations: On Friday we met with the parents of one of your students. They directly implied their concern about the lack of control you exert over the students and the negative atmosphere in the classroom. Earlier, when I called into your classroom, I could hear the students speaking out loud in the background. Last spring we spoke about the need to provide a safe, quiet classroom atmosphere this school year.

Step 1: Improvement Goals: These are the goals related to areas of concern to be improved and addressed:

- Provide simple verbal and nonverbal clues for students to follow
- Limit time off task and increase the time on task for students
- Provide clear consequences for student misbehavior

Step 2: Activity Goals: Listed below are activities that will help you reach each goal:

- Observe in classroom of colleagues (suggested 1A, 2A, 3B, 4A) to observe how they deal with student behavior and misbehavior. Plan for one observation before 12/11/15 and then another before 12/23/15.
- Plan and implement Morning Meetings to redefine classroom procedures. (see Classroom Management 26, 27, 28, 34)
- Provide short physical activity between classes (see Classroom Management routines 20, 21, 22, 25)
- Help for individual students needs might be found in Classroom Management 38 and 40.

Step 3: Resources: Listed below are resources available to you to complete your Improvement activities

- Harry & Rosemary Wong's The First Days of School

- Harry & Rosemary Wong's Classroom Management

Management Support: Listed below are ways in which your manager will support your Improvement activities.

- Weekly observation of ½ hour lesson
- Weekly short observations
- Review lesson plans weekly and discuss teaching strategies

Step 4: Expectations: The following performance standards must be accomplished to demonstrate progress towards achievement of each Improvement goal:

- Procedures will be evident to observer
- Students will be on task and in control most of the day
- Classroom will be organized, productive, and positive.

Step 5 Progress Checkpoints: The following schedule will be used to evaluate your progress in meeting your Improvement activities.

- Meet every other week, usually during Music on Monday, at 10:45 a.m.
- Conversation/Discussion as needed after observations

Bernadette, in order to support your goal to be an effective classroom teacher, we will work on the skills listed above. Failure to meet or exceed these expectations, or any display of gross misconduct will result in disciplinary action, up to and including termination.

The contents of this plan are to remain confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with me.

We will meet again on as noted above to discuss this plan. Please schedule accordingly. A copy of this plan will be placed in your professional file.

Signatures:

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____