

APPENDIX A

PERFORMANCE DEVELOPMENT PLAN FOR ADMINISTRATOR

Administrator: _____ Employee ID #: _____

Evaluator(s): _____ Date: _____

This Performance Development Plan (PDP) assists you in addressing the evaluation shared with you on _____ in which the evaluation rating of *Effective* or *Highly Effective* included a rating of *Developing* or *Ineffective* for 1 or 2 areas.

This plan is being implemented to provide you an opportunity to improve your performance.

Outcomes Demonstrating Success:

1. The post-PDP evaluation at least meets the *Developing* level rating on the scale for the areas identified in the improvement plan.
2. The post-PDP evaluation maintains an overall evaluation rating that at least meets the *Effective* level on the scale.
3. At the conclusion of the PDP, the administrator demonstrates that the deficiency set forth in the PDP is resolved and that the administrator is maintaining adequate performance in all other aspects of the administrator's duties as defined by the Governing Board.

The PDP will be developed by the evaluator and administrator and will:

- Identify areas marked *Developing* or *Ineffective*.
- Outline the plan to correct deficiencies (action steps).
- Include the criteria for demonstrating success on the Plan.
- Specify recommended resources or learning activities.
- Identify dates for subsequent observations; conferences; and/or meetings to monitor progress on the Plan.

It is your responsibility to 1) access resources and 2) carry out these and/or other strategies to improve your performance and demonstrate developing or better performance in all elements.

Area(s): _____

Action Steps:

Recommended Resources/Professional Development Activities:

Measurement of Success:

Dates for the evaluator and administrator to monitor and review the administrator's progress on the PDP:

Date by which improvement must be shown: _____

Signature of Administrator _____ Date _____

Signature of Evaluator _____ Date _____