

APPENDIX B

PERFORMANCE IMPROVEMENT PLAN FOR ADMINISTRATOR

Administrator: _____ **Employee ID #:** _____

Evaluator(s): _____ **Date:** _____

This Performance Improvement Plan (PIP) assists you in addressing the evaluation shared with you on the date of _____ for the reason below:

- Evaluation rating of *Developing* or *Ineffective*
- *Developing* or *Ineffective* rating in two or more Areas

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

Outcomes Demonstrating Success:

2. The post-PIP evaluation at least meets the *Developing* level rating on the scale for the area identified in the improvement plan.
3. The post-PIP evaluation has an overall evaluation rating that at least meets the *Effective* level on the scale.
4. At the conclusion of the PIP, the administrator demonstrates that the inadequacy set forth in the PIP 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 PIP will be developed by the evaluator 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.

Areas (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 PIP:

Date by which improvement must be shown: _____

Signature of Administrator _____ Date _____

Signature of Evaluator _____ Date _____