

Performance Improvement Process

PIP

Purpose

- This process ensures that action is taken to remediate unsatisfactory performance when it is identified. Further it ensures responsive action and due process.

Applicable Staff Members

- Any staff member who has been identified with “Unsatisfactory” performance on one or more criteria.

Sequence of Appraisal Activities

1. Formal observation findings are reviewed for instructional staff.
Observations/documentation are reviewed for other staff members.
2. A Performance Improvement Plan is prepared.
3. The Performance Improvement Plan is reviewed with the staff member. Team members may be selected as support for the staff member in need of improvement.
4. The plan is implemented.
5. A follow-up formal observation is conducted for instructional staff.
6. A post-observation conference is conducted within 10 days following a formal observation for an instructional staff member.
7. If performance remains “Unsatisfactory” subsequent to the implementation of the Performance Improvement Plan, then a rating of “Unsatisfactory” may be used on the appraisal form.
8. If performance improved to a level above “Unsatisfactory” then the performance is monitored and documented formally and informally for the remainder of the school year.

Expected Products

- Formal/Informal observations and documentation
- Performance Improvement Plan
- Performance Improvement Plan Support Team Meeting Log
- Performance Improvement Plan Assessment Summary