

Teacher Assistance Plan for Licensed Staff

Continued High-Cycle Support (One or two additional observations) Summative Conference due by May 1st Identified concerns, intentional conversations, documented		
Summative Evaluator Role	Teacher Role	Documentation Form B
<ol style="list-style-type: none"> 1. Contact HR 2. Define the issue(s)/area of concern 3. Set short term goal (s) in collaboration with teacher 4. Identify resource(s) for improvement/progress 5. Set timeline for improvement/progress 	<ol style="list-style-type: none"> 1. Participate in the discussion (asking questions, understanding the plan) 2. Avail themselves of resources offered 3. Document steps taken toward short term goals 4. Seek support, IC Coach, SDAS, Team Leader, Department Chair 5. Actively work to meet goals/complete plan 	<ol style="list-style-type: none"> 1. Name the short term goal(s) 2. Set a timeline for improvement/progress

Clinical Supervision (Minimum of 3 formal observations) Summative Conference due by May 1st Clearly defining expectations and providing targeted support and feedback		
Summative Evaluator Role	Teacher Role	Documentation Form B
<ol style="list-style-type: none"> 1. Contact HR 2. Define the issue(s)/area of concern 3. Collaborate with staff member on what improvement/progress will look like 4. Layout plan with targeted support 5. Identify resource(s) for improvement/progress 6. Set timeline for improvement/progress 	<ol style="list-style-type: none"> 1. Participate in the discussion (asking questions, understanding the plan) 2. Avail themselves of resources offered 3. Document steps taken toward short term goals 4. Seek support, IC Coach, SDAS, Team Leader, Department Chair 5. Actively work to meet goals/complete plan 	<ol style="list-style-type: none"> 1. Name the short term goal(s) 2. Describe what improvement/ progress of short term goal might look like 3. Suggest resource(s) support for improvement/progress 4. Set a timeline for improvement/progress 5. Communicate with HR

***It is recommended that a summative evaluator collaborate with Education Minnesota-Osseo (EM-O) for any of the four teacher assistance plans.**

Building Level Assistance Summative Conference due by May 1st Clearly defining expectations and providing intensive support and feedback		
Summative Evaluator Role	Teacher Role	Documentation Form C Building Level Assistance Plan
<ol style="list-style-type: none"> 1. Contact HR 2. Define the issue(s)/area of concern 3. Collaborate with staff member on what improvement/progress will look like 4. Layout detailed plan with targeted support and interventions - Example 5. Identify resource(s) for improvement/ progress 6. Determine how improvement/ progress will be assessed/measured 7. Set timeline for improvement/ progress 8. Submit plan to HR 	<ol style="list-style-type: none"> 1. Participate in the discussion (asking questions, understanding the plan) 2. Avail themselves of resources offered 3. Document steps taken toward program improvement goals 4. Seek support, determined in Building Level plan 5. Identify and complete training as it relates to plan 6. Actively work to meet goals/complete plan 	<ol style="list-style-type: none"> 1. Identify areas for improvement 2. Determine steps the licensed staff member and Site Administrator will follow in plan 3. Identify resource(s) support for improvement/progress 4. Set a timeline for improvement/progress 5. Document how progress will be monitored and final evaluation date 6. Plan submitted to HR

District Level Assistance Summative Conference due by May 1st Clearly defining expectations and providing intensive support and feedback		
Summative Evaluator/District Role	Teacher Role	Documentation Form C District Level Assistance Plan
<ol style="list-style-type: none"> 1. Contact HR 2. Define the issue(s)/area of concern 3. Layout detailed plan with targeted district support and interventions 4. Identify District/Site level resource(s) for improvement/ progress 5. Determine how improvement/ progress will be assessed/measured 6. Set timeline for improvement/ progress 7. Submit plan to District Evaluation Committee Example 8. Submit plan to HR 	<ol style="list-style-type: none"> 1. Participate in the discussion (asking questions, understanding the plan) 2. Avail themselves of resources offered 3. Document steps taken toward program improvement goals 4. Seek support, determined in District Level plan 5. Identify and complete training as it relates to plan 6. Actively work to meet goals/complete plan 	<ol style="list-style-type: none"> 1. Provide background information and documentation for needed plan 2. Determine steps the licensed staff member and Site Administrator/ District Leaders will follow in plan 3. Identify resource(s) support for improvement/progress 4. Set a timeline for improvement/progress 5. Document how progress will be monitored and final evaluation date 6. Plan submitted to District Evaluation Committee