



LPS Educator Improvement Plan

An **Individual Development Plan (IDP)** is intended to help educators improve professionally and is to be developed in collaboration with the educator and an administrator. At the request of the educator, a union representative may participate at the initial meeting and/or at any juncture in the process. The development of the IDP should be a professional, constructive conversation identifying solutions to problems and resources to help the educator.

In those cases where the need for performance improvement has been identified through the evaluation process, an improvement plan will be designed to address performance concerns. Administrators may use either the **Individual Development Plan Form** and/or the **IEP Plan Chart** to complete the improvement plan.

The administrator will convene a conference with the educator at a mutually agreeable time to discuss the targeted performance area and to formulate a plan with specific recommendations to assist in improvement. A union representative may be used to assist in developing the plan at the request of the educator in need of improvement. The educator and the administrator will jointly reflect on the area of growth and collaboratively develop a written plan. The IDP must be implemented within thirty (30) days following the initial conference. If less than 30 days remain in the school year, this plan will be effective immediately, extending into the next school year to be reviewed as indicated in the plan.

The signatures of the educator and the administrator are required on the plan.

For in-progress school year plans, the IDP shall involve a review within no less than sixty (60) days from the date of the conference. Any plan that extends past two semesters by design must be reviewed for extension, modifications, and/or termination of the plan.

No provision of this process shall limit the rights of an individual under applicable state or federal laws, or other provisions of the negotiated contract, nor limit or reduce powers and duties of the District Superintendent and the Board of Education.

The District may terminate a non-tenured educator pursuant to the applicable section of Michigan State Tenure Law or a tenured educator pursuant to applicable Michigan State Tenure Law.



IDP Checklist

An IDP must include the following:

- Identification of the specific area noted on the Educator Evaluation Rubric that is in need of improvement.
- Identification of specific objectives required for improvement.
- Description of specific activities designed to achieve self-improvement along with a timetable.
- Administrator's plan to assist educators to improve performance along with activities and a timeline.
- Criteria for measuring the educator's progress.
- Date outcome of the IDP is to be evaluated.

An IDP may include but is not limited to the following:

- Identification of multiple resources to help the educator, including but not limited to mentors, the District's Professional Development Plan, Higher Ed, personal counselors, any established Employee Assistance Program, medical referrals, etc.
- Release time for courses, workshops, observations, mentoring that may occur on school time.
- Outline of any staff development required to assist the educator in the improvement of designated areas of concern.
- Modeling of desired practices by an administrator, outside specialist, master teacher, mentor, and/or a State Certified Teacher in another district.



Individual Development Plan (IDP) Form

Name of Teacher Identified for Improvement:

Date of initial determination of concern:

Date of collaborative conference:

- I. List area to be improved.
- II. Specific objectives for improvement.
- III. Plan for self-improvement (activities and timeline).
- IV. Administrator's plan to assist educators to improve performance (activities and timeline).
- V. Criteria for measurement of progress.
- VI. Date outcome of the plan is to be evaluated.

Educator's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

School: _____



Individual Development Plan (IDP) Chart

Area to be Improved	Objectives for Improvement	Self-Improvement Plan	Administrator's Plan to Assist Educator	Improvement Measurement Criteria	Plan Evaluation Timeline

Educator's Signature: _____ **Date:** _____

Administrator's Signature: _____ **Date:** _____

School: _____