

## Plan for Improvement JPAS Addendum Instructions and Guide

A **Plan for Improvement** is **REQUIRED** for any **Provisional Educator** or **Career Educator** that scores in the “Not Effective” range on the JPAS (State Code 53A-8a-501 and 53A-8a-503). A Plan for Improvement may also be used for any Provisional Educator or Career Educator that scores in the “Minimally Effective” range – but is not required. The JSD **Plan for Improvement** was developed in collaboration with Human Resources, Curriculum and JEA. The instructions and guidelines below will guide you through the creation and implementation process.

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### **Intent & Purpose:**

- Is **NOT** for issues of misconduct (Employee Misconduct)
- IS intended to help educators who score in the “Not Effective” and/or “Minimally Effective” range on the JPAS
- Will help the evaluator/administrator develop a plan for improvement that will help the educator:
  - Know with clarity the area(s) of needed improvement.
  - Know the performance expectations to improve.
  - Know the resources available to them to meet the expectations for improvement.

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# 1

Educator’s score is in the “Not Effective” range

- **PRIOR** to the Professional Development Meeting:
  1. Determine the area(s) for improvement
  2. Develop and outline expectations for improvement for EACH area for improvement
    - a. Develop what the educator needs to do to improve using the Professional Development Materials (<http://jes.jordandistrict.org/administrators/resources/>) and other resources
    - b. Expectations should be **S.M.A.R.T.** (Specific, Measurable, Achievable, Realistic, Timely)
  3. Determine what resources are available to help the educator improve
  4. Fill out the Plan for Improvement Form

# 2

Hold the Professional Development Meeting with the Educator

- Discuss JPAS results
- Introduce and Discuss the Plan for Improvement with the educator
  1. Complete the Plan for Improvement WITH the educator to help them improve performance and meet standards.
  2. Discuss the Plan for Improvement in detail specifically outlining the 1) areas for improvement, 2) expectations for improvement, and 3) resources available to the educator for improvement.
- Feedback and progress monitoring
  1. Schedule a progress meeting(s) with the educator.
  2. The progress meeting(s) **MUST** occur **PRIOR** to the next JPAS evaluation.
- Put the date that the next JPAS evaluation may begin. (20 working days *after* the Professional Development Meeting)
- Sign and get the educators signature

# 3

Conduct Progress meeting(s)

- The first progress meeting must be held **PRIOR** to starting the JPAS evaluation
  1. Discuss progress toward meeting expectations
  2. Provide any additional resources that may be necessary
  3. Complete a Summary of Meeting memo to the educator and get their signature
- Follow steps 1-3 above for each progress meeting held

# 4

Conduct the Second JPAS Evaluation

# 5

Second JPAS Professional Development Meeting

- Educators score is “Minimally Effective, Effective, or Highly Effective” range – no further action is required.
- Score remains in the “Not Effective” range
  1. Educator placed on probation as per DP311-Evaluation for Licensed Personnel (provide a copy)
  2. Revisit and Revise the Plan for Improvement – update as necessary
  3. Next JPAS evaluation may begin 20 working days after the Professional Development Meeting
  4. Sign and get educators signature

# 6

Conduct Progress meeting(s)

- The first progress meeting must be held PRIOR to the JPAS evaluation
  1. Discuss progress toward meeting expectations
  2. Provide any additional resources that may be necessary
  3. Complete a Summary of Meeting memo to the educator and get their signature
- Follow steps 1-3 above for each progress meeting held

# 7

Conduct the Third JPAS Evaluation

# 8

Third JPAS Professional Development Meeting

- Educators score is “Minimally Effective, Effective, or Highly Effective” range – no further action is required.
- Score remains in the “Not Effective” range
- Orderly Termination Procedures (DP316)