



## TDES Improvement Plan Instructions 2017-18

All CMSD teachers and RSPs are on either a GP or IP for 2017-18. Paraprofessionals do not have to do a GP. Overall Accomplished teachers must complete a GP, even if they are not being evaluated. All new teachers are on a Growth Plan and can complete the GP even if they have not had TDES training yet. You do not have to have a conference scheduled to start your Growth Plan.

Evaluators will see teachers with Improvement Plan listed under the Staff Growth Plans tab. All teachers have a Growth Plan (GP) by default; those on an Improvement Plan (IP) will have the additional plan show on the list.

Teachers are on an IP for the following reasons:

- TDES of Ineffective or
- TDES of Developing or
- An Ineffective on any power component on the TDES composite

An IP must have a minimum of two and no more than three goals.

The teacher is on an IP due to low performance scores, review the prior year's Composite to determine which areas on the rubric should be the focus of the IP. Select one goal from the TDES rubric related to performance and one goal from the State Standards. From TDES, 1c: Setting instructional outcomes and 1e: Designing coherent instructions are often good places to start. 3c: Engaging students in learning is also an area where some teachers need additional support. Elements from the State Standards might include 2.2, 4.3, and 4.5. These are merely suggestions, not mandates. If there is a school-wide goal or department-wide goal, there is no reason to exclude a teacher on an improvement plan from that goal.

The evaluator must create a plan of support for the teacher for each goal. Please be prepared to provide any support listed in the plan. Evaluators should be able to document the actions taken and the support offered to a teacher on an IP.

The teacher can provide feedback on an IP and the teacher and evaluator should meet to discuss the plan. Both must acknowledge the IP. The IP can be revisited at the post conference for the FAO and the UO and again at the Composite conference in April. Completion of, or progress on, an IP should be considered evidence for TDES. A refusal to participate is also considered evidence, especially 4f.

Log in to Great Teachers & Great Leaders and **Click Staff Growth Plans.**

**Please disregard the 2015-16 dates. They are just examples.**

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Great Teachers & Great Leaders CLEVELAND METROPOLITAN SCHOOL DISTRICT

Home My Evaluations My Growth Plan Evaluation of Others **Staff Growth Plans** My PD

**Welcome**

Welcome to Great Teachers & Great Leaders, the evaluation and development system. You can view your evaluations and also access resources and services to help improve their effectiveness.

You will see which teachers have an IP listed. **Click on the teacher's name** to access the IP.

22			—	<a href="#">Professional102, test</a>	<a href="#">2015-2016 Growth Plan</a>
23			—	<a href="#">Professional103, test</a>	<a href="#">2015-2016 Growth Plan</a>
24			—	<a href="#">Professional103, test</a>	<a href="#">2015-2016 Improvement Plan</a>
25			—	<a href="#">Professional104, test</a>	<a href="#">2015-2016 Growth Plan</a>

Click on the **Contains 8 Activities** link.

### ☰ 2015-2016 Improvement Plan

Growth Plan for Professional103, test.

Improvement Plan Plan Access

Improvement Plan **Contains 8 Activities**

Evaluation of Plan (Mid Year) **Contains 5 Activities**

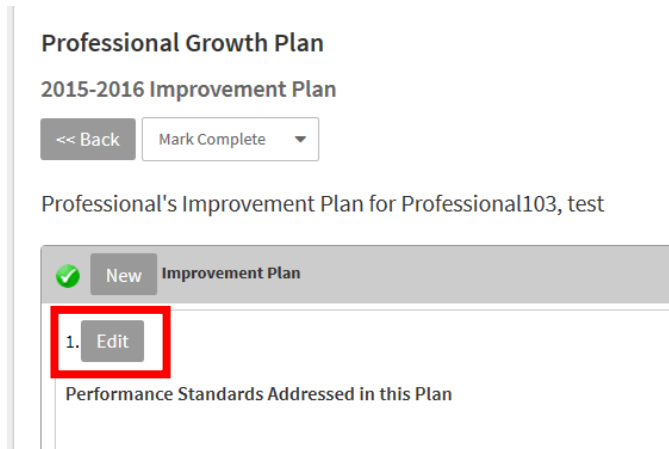
Evaluation of Plan (End of Year) **Contains 6 Activities**

## TDES Improvement Plan Instructions 2017-18

Click on **Professional's Improvement Plan** to enter the plan.



Click Edit to enter the information. **You will need to use Chrome or Firefox.**



Enter the first standard from the TDES rubric to be address. You can enter the date of the composite from 16-17 as the Date Improvement Area of Concern Observed.

Performance Standards Addressed in this Plan

Date Improvement Area of Concern Observed

 [Reset](#)

Type the issue of concern.

Specific Statement of the Concern: Areas of Improvement



## TDES Improvement Plan Instructions 2017-18

Enter the beginning date for the IP and the end date. These can be the date you enter the plan and April 13 which is the date for the last WT.

Desired Level of Performance: Beginning Date

 [Reset](#)

Desired Level of Performance: Ending Date

 [Reset](#)

Enter the goal itself – use the Accomplished language from the rubric as a guide, but it should not be cut and pasted verbatim.

Desired Level of Performance:

Specifically Describe Successful Improvement Target

Enter the plan itself – what will be done and how you will know if the teacher accomplished the goal.

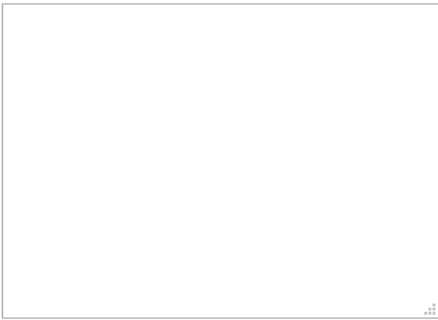
Actions to be Taken

Sources of Evidence that Will Be Examined

## TDES Improvement Plan Instructions 2017-18

Enter the support that will be offered. Be specific but be prepared to document and deliver the support you offer.

Describe in detail specific supports that will be provided as well as opportunities for professional development.



**Click New** to get a clean form to enter the second goal and repeat the steps above.



When you have finished entering at least two and not more than three goals, **Click Save & Exit**.



If the goals are finished **Click Mark Complete**. Only click Mark Complete when you are ready to send an email to the teacher so he or she knows the goals are done.

### Professional Growth Plan

#### 2015-2016 Improvement Plan



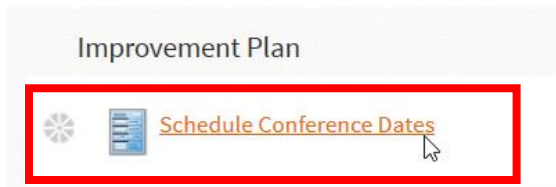
Professional's Improvement Plan for Professional103, test

If you aren't done then return at a later date, click Edit and finish the goals. Then click Mark Complete.

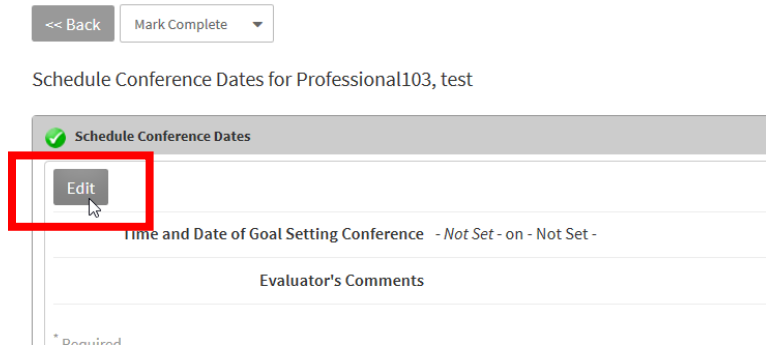
## TDES Improvement Plan Instructions 2017-18

When the plan is set you need to schedule a conference to discuss the plan with the teacher and get feedback from the teacher (that is why you do the plan first – so the teacher can review and offer feedback at the conference). You can do this immediately after clicking Mark Complete.

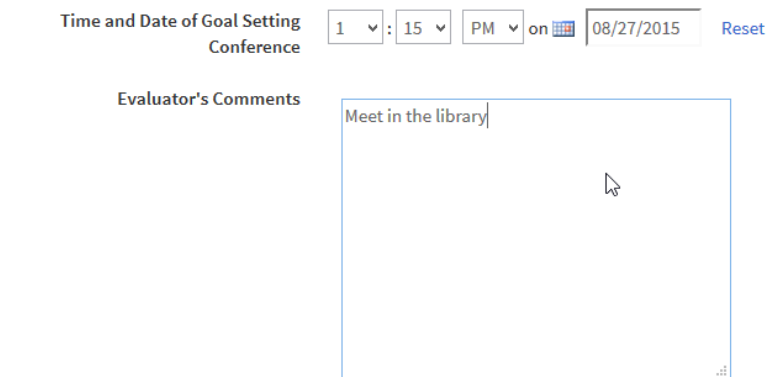
Return to the teacher's IP and **Click Schedule Conference Dates.**



**Click Edit** to enter the dates.

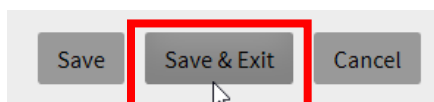


**Enter the date and time** of the goal setting conference and any notes if needed.



Required Fields

**Click Save & Exit.**



## TDES Improvement Plan Instructions 2017-18

**Click Mark Complete** to send an email to the teacher notifying him or her that the conference dates have been set. The teacher will review and confirm.

### Professional Growth Plan

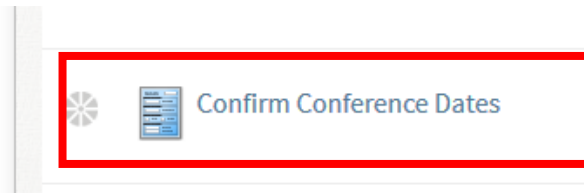
#### 2015-2016 Improvement Plan



Schedule Conference Dates for Professional103, test

After the teacher has reviewed the date and time you will confirm the date and time.

**Click Confirm Conference Dates.**



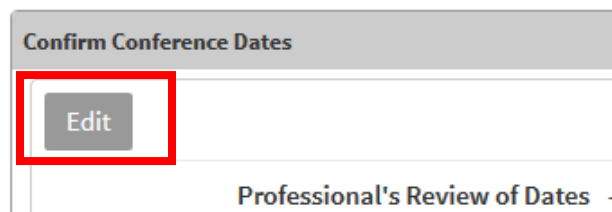
**Click Edit** to access the form.

### Professional Growth Plan

#### 2015-2016 Improvement Plan



Confirm Conference Dates for Professional10:



## TDES Improvement Plan Instructions 2017-18

Edit the date and time if needed. Then **click on the box** next to “*These are the final dates.*”

Professional's Review of Dates - Not Set -

Time and Date of Goal Setting Conference 1 : 15 PM on 08/27/2015 [Reset](#)

Evaluator Confirms Schedule  These are the final dates.

Professional's Comments This is fine .

**Click Save & Exit.**

[Save](#) [Save & Exit](#) [Cancel](#)

**Click Mark Complete.**



**Professional Growth Plan**

**2015-2016 Improvement Plan**

[<< Back](#) [Mark Complete](#)

Confirm Conference Dates for Professional1

The teacher should review the improvement plan prior to the conference and make any notes on the plan. Teachers can offer feedback or make requests. Evaluators have the discretion to edit the plan incorporating this feedback. **Click the Final Revisions step.**

  Professional Reviews Improvement Plan  
Last Status Update - 09/01/2015 @ 1:17 PM

  Evaluator Makes Final Revisions to Improvement Plan



## TDES Improvement Plan Instructions 2017-18

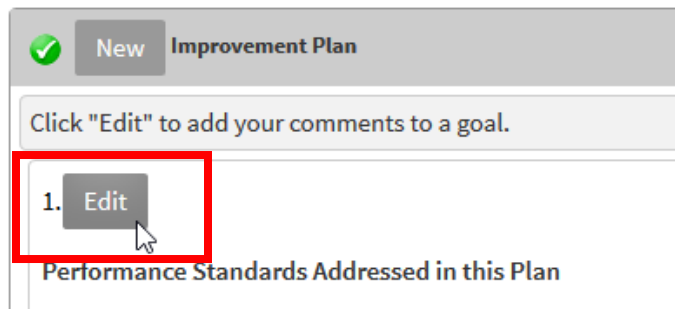
**Click Edit** to make your final edits to the improvement plan.

### Professional Growth Plan

#### 2015-2016 Improvement Plan

<< Back    Mark Complete ▾

Evaluator Makes Final Revisions to Improvement Pla



New Improvement Plan

Click "Edit" to add your comments to a goal.

1. Edit

Performance Standards Addressed in this Plan

**Enter any changes** or adjustments. **Click Save and Exit** when you are doing revising.

Specific Statement of the Concern: Areas of Improvement

adjust where you need to

Save    **Save & Exit**    Cancel

**Click Mark Complete.**

### Professional Growth Plan

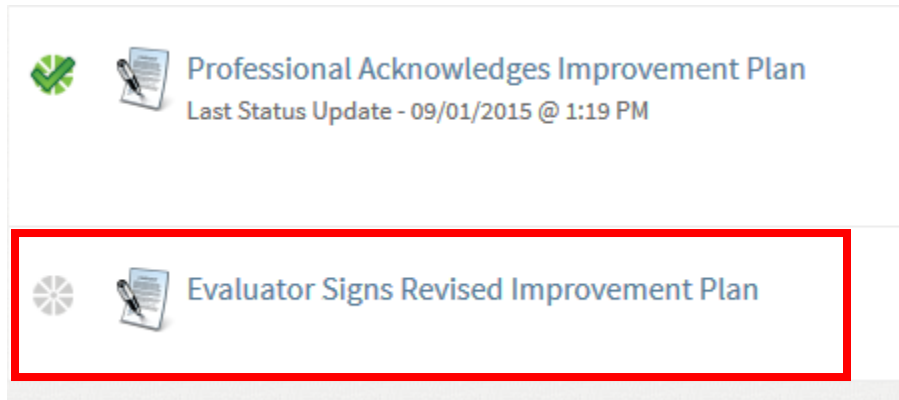
#### 2015-2016 Improvement Plan

<< Back    **Mark Complete** ▾

Evaluator Makes Final Revisions to I

## TDES Improvement Plan Instructions 2017-18

The teacher should sign and acknowledge the improvement plan. If the teacher refuses you need to document that fact. Then the evaluator signs the improvement plan. **Click the Evaluator Signs step.**



The screenshot shows two steps in a list. The first step, 'Professional Acknowledges Improvement Plan', is marked with a green checkmark icon and has a last status update of '09/01/2015 @ 1:19 PM'. The second step, 'Evaluator Signs Revised Improvement Plan', is marked with a grey gear icon and is highlighted with a red rectangular border, indicating it is the current step.

**Click Sign.**



The Improvement Plan is complete. It should be reviewed at the post conference for the Formal Announced observation (the Mid-year Review step), and at the post conference for the Unannounced observation and finally at the Composite conference (the end of Year Review step).