

Teacher Improvement Plan Notification and Form

<<Date>>
<<First_Name>> <<Last_Name>>
<<Address_Line1>> <Address_Line2>>
<<City>>, <<State> <Zip>>

Dear <<First_Name>>,

Based on evaluations and observations completed in accordance with Article VI Evaluation and Supervision of the Binghamton Teachers' Association Collective Bargaining Agreement, the administration of the Binghamton City School District has determined that you need to be placed on a teacher improvement plan (TIP). In accordance with the approved annual professional performance review (APPR) plan:

I am notifying you in writing prior to the start of the school year.

You have the option of scheduling a personal conference with me prior to the start of the school year to review the component and composite scores reflective of your overall APPR rating.

You have the option of having the BTA involved as a partner in the development of an improvement plan.

This notice will be copied to the BTA President and your personnel file.

Your participation in this process is a requirement as a result of your rating as either developing or ineffective on last year's APPR. A meeting will be scheduled within the first ten (10) school days of the school year with your building principal to begin the development of your teacher improvement plan.

Should you have any further questions, please do not hesitate to contact me or the BTA President.

Sincerely,

Director of Personnel

Cc: Personnel file
Cc: Building Principal
Cc: BTA President

BINGHAMTON CITY SCHOOL DISTRICT
Teacher Improvement Plan

Teacher's Name:	School:
Grade and/or Subject Area:	School Year to Commence:
Evaluator(s) Developing the Plan:	APPR Area(s) of Concern:

Briefly describe areas of strength the teacher brings to the plan:

Briefly describe areas in need of improvement:

Note: Only state goals for which the teacher has received a 1 or 2 overall category rating. Delete all areas not being addressed through this plan.

Goals	Action steps (provide detailed description)	Needed support/resources	Who is responsible for implementing and collecting evidence?	Expected dates of completion	Evidence of goal being met
I. Plan and organize the lesson					
II. Promote student interest and engagement					
III. Demonstrate high expectations for student learning					
IV. Respond to diverse student characteristic and needs					
V. Make ideas clear, connected and accessible to students					
VI. Ask questions, lead discussions and promote student learning					
VII. Maintain a positive emotional climate					
VIII. Manage the classroom to maximize productivity					
IX. Manage the classroom to promote learning					
X. Assess student performance and progress					
Student Growth					

STRATEGIES FOR IMPLEMENTING THE PLAN:

Signature of evaluator(s)

Date

Signature of teacher

Date