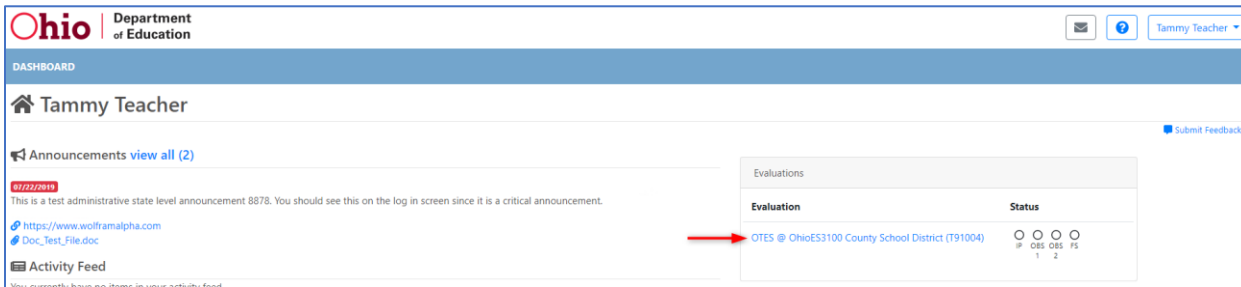


Improvement Plan - Educator

If an educator is required to complete an improvement plan, the plan will show in the evaluation in place of the professional growth plan. The educator will complete the Improvement Plan section of the form and the evaluator will complete the Evaluation of Plan section of the form.

Step 1: Click on the evaluation hyperlink from the *Dashboard* page.



Ohio Department of Education

DASHBOARD

Tammy Teacher

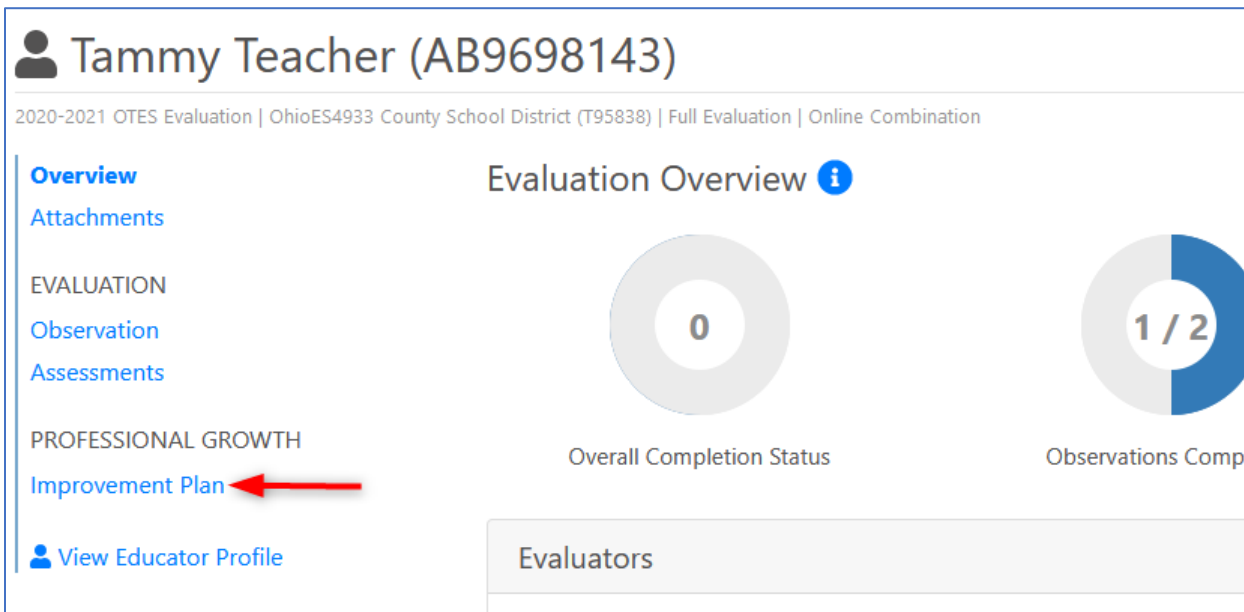
Announcements view all (2)

Activity Feed

Evaluations

Evaluation	Status
OTES @ OhioES3100 County School District (T91004)	○ ○ ○ ○ 1 2

Step 2: Click *Improvement Plan* from the navigation selections.



Tammy Teacher (AB9698143)

2020-2021 OTES Evaluation | OhioES4933 County School District (T95838) | Full Evaluation | Online Combination

Overview

Attachments

EVALUATION

Observation

Assessments

PROFESSIONAL GROWTH

Improvement Plan

View Educator Profile

Evaluation Overview

Overall Completion Status: 0

Observations Completed: 1 / 2

Evaluators

Step 3: Enter a goal by clicking *+Add Goal*.

The screenshot shows the 'Improvement Plan' page. On the left is a navigation menu with 'Improvement Plan' selected. The main content area has tabs for 'Improvement Plan', 'Evaluation of Plan', and 'Signatures'. Below the tabs, it says 'Goals (0)' and 'There are currently no goals for this improvement plan.' A red arrow points to a '+ Add Goal' button in the top right corner.

Step 4: Enter the goal details. Once details have been entered, click either *Save & Add Another* or *Save & Close*. You can edit the goal as needed until the goal has been signed.

The screenshot shows the goal details form. At the top are tabs for 'Improvement Plan', 'Evaluation of Plan', and 'Signatures'. Below is a 'Goals (0)' section with the text 'There are currently no goals for this improvement plan.' A red annotation 'Add details of the goal.' is written over this text. The form has several sections: 'Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession', 'District & Building Goal Alignment', 'Action Steps & Resources to Achieve Goal(s)', and 'Qualitative or Quantitative Measurable Indicators (Evidence Indicating Progress on the Goal(s))'. At the bottom, there are three fields: 'Alignment to Performance Domain (optional)', 'Due Date', and 'Status'. The 'Status' dropdown is set to 'Not Started' and has a red arrow pointing to it. At the bottom right, there are two buttons: 'Save & Add Another' and 'Save & Close'.

Note: The drop down for the alignment to the Performance Domain is a multi-select drop down. Check the box for each indicator applicable.

Alignment to Performance Domain (optional)
The goal's alignment to the performance rubric domain(s)

Use of high-quality student data x
Connections to state standards and district priorities x

- Instructional Planning
- Focus for Learning
- Use of high-quality student data
- Connections to prior and future learning
- Connections to state standards and district priorities
- Knowledge of Students

Due Date
The due date of the goal
MM/DD/YYYY

Status
The current status
Not Started

Save &

Step 5: To edit an existing goal, click **Edit**. If any signatures have been added on the **Signatures** tab, the signatures would need to be removed before edits can be completed. Please note, only the person who created the goal will have the option to edit the goal.

Improvement Plan

A written Improvement Plan is to be developed when an educator has a final holistic rating of **Ineffective**. However, districts have discretion to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system. The purpose of the Improvement Plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the Improvement Plan, a recommendation may be made for dismissal or to continue on the plan.

Improvement Plan | Evaluation of Plan | Signatures

Goals (1) + Add Goal

▼ 08/22/2020 Edit Delete

Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession
Goal Statement(s) Demonstrating Performance on Ohio Standards for the Teaching Profession

Step 6: Once the improvement plan is ready for the evaluator to review, click **Notify Evaluator for Plan Review**. If changes are made later, the notify feature can be used again.

Alignment of Performance Domain
Instructional Planning, Professionalism

Due Date
08/22/2020

Status
Not Started

Initial Conference Date
The date that the year's first improvement plan conference will take place between educator and evaluator

MM/DD/YYYY

Save Date

Notify Evaluator
If you are ready for your Improvement Plan to be reviewed by your evaluator, you can notify them by clicking the button below.

Notify Evaluator for Plan Review

NOTE: There is a place for the evaluator to enter the date the initial conference will occur. If there is an error with this date, please notify the evaluator.

Step 7: Once a conference has occurred, the evaluator will enter the conference information. The educator will confirm the conference information. Click the **Evaluation of Plan** tab and then click the green checkbox to confirm the Date.

NOTE: The educator must confirm a conference with an outcome of either **Satisfactory** or **Dismissal**, in order to complete and add signatures to the goal.

Improvement Plan

A written Improvement Plan is to be developed when an educator has a final holistic rating of **Ineffective**. However, districts have discretion to place a teacher on an improvement plan at any time based on deficiencies in any individual component of the evaluation system. The purpose of the Improvement Plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the Improvement Plan, a recommendation may be made for dismissal or to continue on the plan.

Improvement Plan Evaluation of Plan Signatures

Throughout the improvement plan the educator and evaluator should meet at least once and document these conferences below. Once a final decision has been arrived upon for the evaluation of plan the evaluator can sign and complete the improvement plan.

📅 Conferences

Conference Date	Recommendation	Justification	Future Conference Date	Educator Confirmed
08/18/2020	Continuing	making progress; will check-in in October	10/24/2020	No <input checked="" type="checkbox"/>

Next, enter your PIN. Click **Forgot PIN?** to view your PIN. Click **Confirm Plan Conference**.

Note: Some browsers will auto populate fields. If there are dots in the PIN field when the page loads, remove what has been entered and type your PIN.

Confirm Plan Conference [X]

Would you like to confirm the events of this conference? By doing so you agree that you have met with your evaluator on the date listed.

PIN
Your digital signature to confirm action

[Key Icon] [....] **** [Forgot Pin?]

[Cancel] [Confirm Plan Conference]

Step 8: To enter notes regarding the improvement plan, the conference(s) and/or add attachments, click **+Add Note**.
Note.

Improvement Plan | Evaluation of Plan | **Signatures**

Throughout the improvement plan the educator and evaluator should meet at least once and document these conferences below. Once a final decision has been arrived upon for the evaluation of plan the evaluator can sign and complete the improvement plan.

Conferences

Conference Date	Recommendation	Justification	Future Conference Date	Educator Confirmed
08/18/2020	Continuing	making progress; will check-in in October	10/24/2020	✓

Notes & Attachments [+ Add Note]

There are no notes at this moment

Enter the text for the note. Click **Browse** to select an attachment. Click **Add Note**.

Add Note [X]

Note
The text of the note
Add text for the note here.

Attachment
An optional attachment for evidence/support
Browse... Test File.pdf

Cancel Add Note

Initial Follow up conference 12/18/2020 No

The creator of the note can remove the note entry, if desired, by click the red trash can icon next to the note.

Notes & Attachments

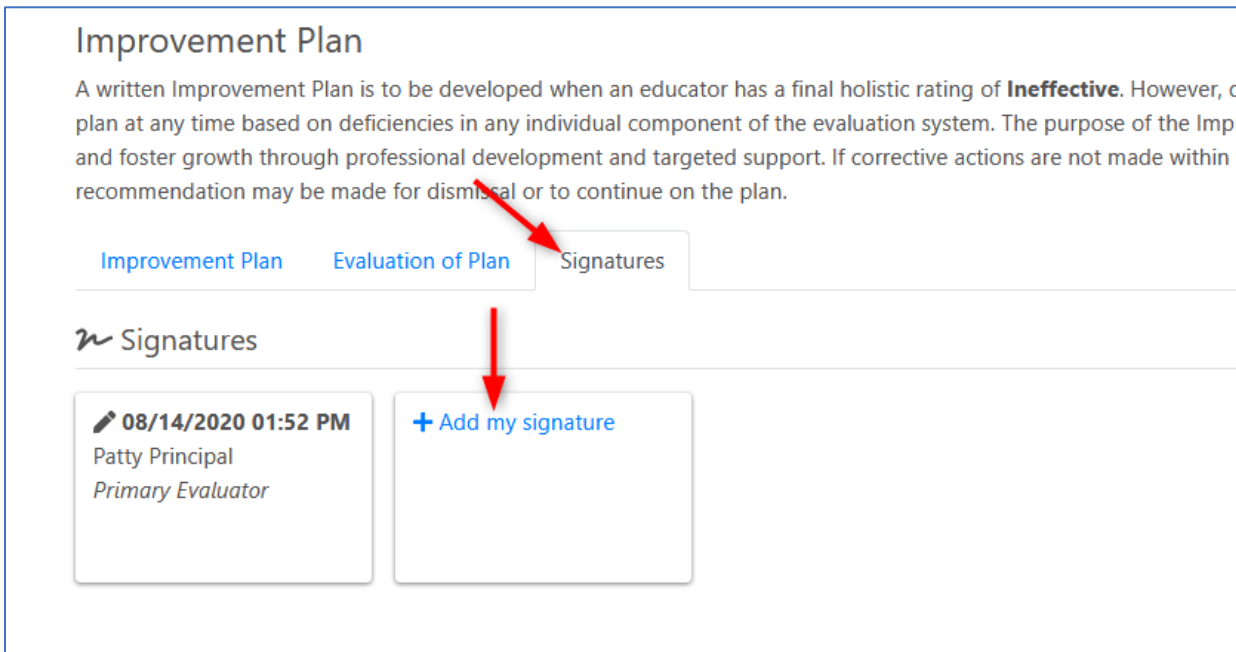
07/17/2020 2:56 PM by Tammy Teacher [trash icon]

Add text for the note here.

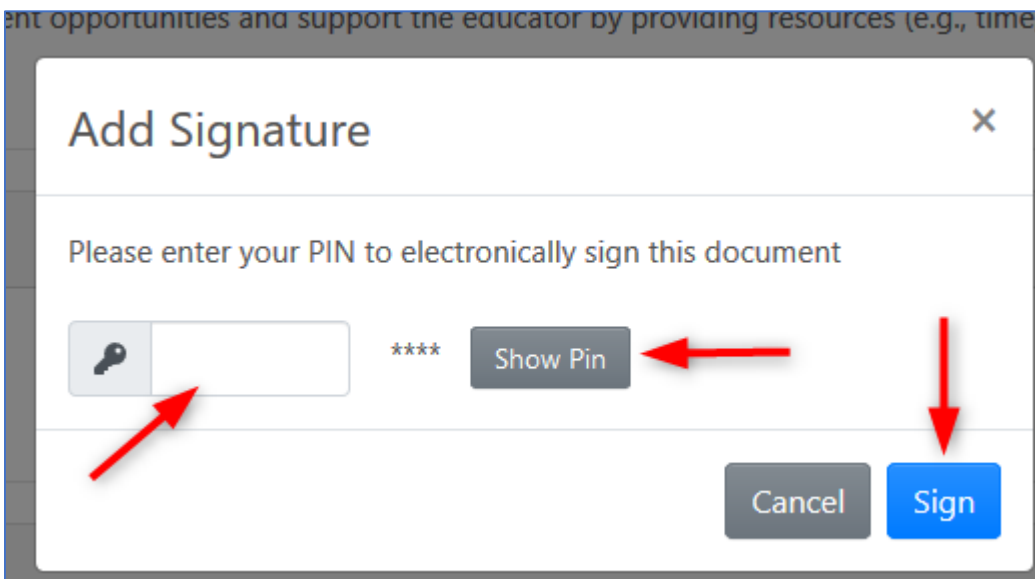
Test File.pdf

Step 9: Once the goal is complete, the primary evaluator will sign the goal on the **Signatures** tab of the Improvement Plan. Once the evaluator has signed, then the educator will sign. Click **+ Add my signature**.

NOTE: As a reminder, the educator must confirm a plan conference with the outcome of **Satisfactory or Dismissal** for signatures to be added.



Step 10: Enter the PIN in the **PIN** entry field. If you do not know your PIN, click **Show PIN**. Once the PIN has been entered, click **Sign**.



For state policy questions or if any changes are required to the LEA setup, please contact ohioes@education.ohio.gov.
For Technical Support, please contact support@ohioes.com.