# Bernalillo Public Schools - Performance Improvement Plan

To: [Employee Name]

From: [Manager Name]

Date:

Re: Performance Improvement Plan

## Overview

This memorandum is intended to summarize our discussions to date and to outline expectations for your performance going forward. This memorandum is not to be discussed with any individuals not explicitly mentioned above or Human Resources. Your current performance has not fully met the expectations for your role. Specifically, your performance regarding the following competencies and/or goals require improvement:

* Issue #1: Domain 1 (*Needs Improvement*)
* Issue #2: Decision Making & Judgment (*Needs Improvement)*

These concerns have been discussed during check-ins and observations over the course of the past three months. This improvement plan will serve as the next step in distilling the areas for improvement and setting explicit goals for your performance.

I believe that you can meet these expectations over the course of this Performance Improvement Plan, and I am committed to helping you do so. I also welcome your ideas of how we can work together to ensure that you are successful.

**This performance improvement plan will be in effect starting September 15, 2023, with no set term.** During this period, in our weekly check-ins, we will discuss where you stand in terms of these objectives, and how I can best support you to improve your performance. It is my hope that with this support you will be able to demonstrate that you can meet all expectations for your role. However, in the event that insufficient progress against these goals is being made, additional action may be needed to address your performance.

I have been given the opportunity to develop this Personal Improvement Plan with my evaluator. I understand it is my responsibility to complete the Improvement Plan and provide examples of progress.

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Principal/Supervisor Date Employee Date

## Performance Improvement Plan (PIP)

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| **Area in need of improvement** | **Performance Expectation** | **Action Steps & Deliverables** | **Supports needed** | **Progress Updates** |
| *What is the competency, skill, knowledge or behavior that needs improvement?* | *What would it look like for the employee to demonstrate the necessary level of skill, knowledge or behavior for her job?*  | *What steps should the employee take to make progress toward that goal? (Include specific deadlines and deliverables for these actions)* | *What support will be provided to help the employee meet these expectations and take the action steps?* | *Indicate progress against goals at monthly PIP update meeting*  |
| *Domain 1* | *Teacher will submit weekly lesson plans which include accommodations for students with disabilities* | * *Review IEP accommodations/modifications page for each student with an IEP. Note the individual recommendations in a spreadsheet.*
* *Collaborate with the special education teacher for each student to ensure understanding of how to best apply the accommodation or modification outlined.*
* *Document the accommodation or modification as it relates to the intended lesson.*
* *Submit weekly.*
 | * *Supervisor will provide 1 hour of training on lesson plan expectations.*
* *Supervisor or designee will provide 30 minutes of coaching on adding accommodations and modifications into the lesson plan.*
* *Ongoing support and assistance available from special education staff.*

 |  |
| *Decision Making & Judgment* | *Timely shares information with supervisor**Adheres to workplace policy* | * *Provide Supervisor at minimal 24-hour notice when employee knows they will be absent, late and/or requesting to flex the work schedule. Employee will provide the supervisor the reason for request along with suggested alternate schedule when applicable.*
* *Employee will submit all leave entries in the Okta portal within 24 hours of leave.*
 | *Supervisor will respond within 2 hours of request. Supervisor has provided the employee with cell number when issues arise* *Supervisor will verify attendance reporting in OKTA.**Supervisor will schedule weekly check-ins and provide feedback during check-ins.* *Supervisor is able to address clarification needs through email and conversations as needed.*  |  |

**FOLLOW-UP MONITORING OF THE PERFORMANCE IMPROVEMENT PLAN**

**Follow-Up Date**:

Initial and date appropriate columns

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| --- | --- | --- | --- | --- |
| **GOAL** | **GOAL ATTAINED** | **PROGRESS IS BEING MADE BUT CONTINUED WORK IS NECESSARY TO ACHIEVE TO OBJECTIVES** | **PROGRESS TOWARD OBJECTIVE IS NOT BEING MADE** | **COMMENTS** |
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