

# **Enlarged City School District of Middletown Annual Professional Performance Review Teacher Improvement Plan (TIP)**

## **Description:**

This component of the Annual Professional Performance Review plan is to provide specific assistance for teachers whose performance does not meet the Middletown Enlarged City School District standards. Teacher Improvement Plans (TIPs) are intended to help a teacher with professional performance and are not intended to be disciplinary in nature. In the TIP, the District proposes how it will help the teacher. TIPs are a collaborative effort between teacher and administrator demonstrating a level of mutual respect.

The Teacher Improvement Plan shall include, but not be limited to: scheduling of ongoing observations, ongoing professional dialogues, and providing suggestions. Refer to Section V–A of teacher Collective Bargaining Agreement (CBA). As a TIP is part of the evaluative process, all teachers are entitled to the MTA representative of choice throughout the process.

## **Criteria for evaluation:**

- Content Knowledge
- Pedagogical Preparation
- Instructional Delivery
- Classroom Management
- Knowledge of Student Development
- Student Assessment
- Collaborative Relationship
- Reflective and Responsive Practice

## **Timeline/Procedures:**

1. On or before May 31<sup>st</sup>, the teacher will be notified through the yearly performance summative, of specific well-defined reasons for needing a Teacher Improvement Plan for the ensuing school year. At this time, the teacher and administrator will discuss and complete Section I on attached form.
2. On or before June 15<sup>th</sup>, the teacher and administrator will collaboratively develop a Teacher Improvement Plan, completing Sections II and III. This plan will include a summary of the area(s) requiring support and how improvement will be addressed (see attached form). The evidence that will be used to measure progress will be clearly delineated.
3. On or before the last teacher attendance day in June, the agreed upon Teacher Improvement Plan will be finalized and signed.
4. On or before January 31<sup>st</sup> of the ensuing school year, the mid-year conference will be held to review and discuss progress, completing Section IV.
5. On or before April 30<sup>th</sup>, the end of year conference will be held citing evidence of objectives met from Sections I, II, and III.

## **Possible Resources:**

- Courses (college or in-service)
- Videos
- Books
- Workshops
- Visitations

## **Possible Providers:**

- Teacher Center
- NYSUT
- BOCES
- Private Agencies

**Enlarged City School District of Middletown  
Annual Professional Performance Review  
Teacher Improvement Plan**

**Finalized Written Plan**      On or before the last teacher attendance day - Complete I, II, and III at this time.

**Mid-Year TIP Conference**      On or before January 31<sup>st</sup> - Complete IV at this time.

**End of Year Conference**      On or before April 30<sup>th</sup> - Complete V at this time.

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**Name of Teacher** \_\_\_\_\_

**Position/Program** \_\_\_\_\_

**Name of Administrator** \_\_\_\_\_

I. Area(s) requiring focused support as evidenced in summative evaluation

II. Specific objectives for improvement

III. Plan for improvement (activities and timeline; including teacher's and administrator's specific responsibilities)

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

IV. Mid-year TIP Conference summary with an indication of progress

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

V. End of Year Conference summary citing evidence from Sections I, II, and III

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Objectives of the Teacher Improvement Plan have been met

Objectives of the Teacher Improvement Plan have not been met

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Comments (optional)

Teacher's Initials \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Initials \_\_\_\_\_ Date \_\_\_\_\_

(Signifies the reading/review of teacher's comments)