



Non-Probationary Licensed Employee Development Plan Confidential

Staff Member's Name	
Staff Member's ID Number	
Staff Member's Assignment	
Supervisor's Name & Title	
Plan Initiation Date	
Completion Date	
Review of Progress Dates	

DEVELOPMENT PLAN SIGNATURES

Signature indicates participation in the planning conference and understanding of responsibility related of the content of the Plan.

Staff Member's Signature	
Supervisor/Evaluator's Signature	
Reviewed Division of Human Resources (Permanent HR File Copy Only)	
Reviewed Instructional Services (Permanent HR File Copy Only)	

The Development Plan has six steps:

- (1) Clearly identify the specific areas where the staff member's performance does not meet expectations as defined by the Colorado Model Evaluation System;
- (2) Identify standards, elements and/or indicators which relate to the performance behaviors;
- (3) Specify the behavior(s) and/or instructional practices which the staff member must demonstrate to improve performance and the specified time frame for completion of the plan;
- (4) Identification steps which the staff member will take to improve specific behaviors and/or instructional practices within the specified time frame along with the supports provided to the staff member by the evaluator.
- (5) Specify indicator(s)/behavior(s) which will be observable upon completion of plan;
- (6) Specify meeting dates and progress toward meeting the standard(s) on the performance expectations/behaviors or indicators

Successful completion of the plan is contingent upon demonstration of the target indicator(s)/behavior(s) not merely the completion of the improvement activities.

1. Performance expectations/behavior(s) on which the staff member does not meet expectations

2. Standards, elements or indicators which relate to the performance expectations/behaviors in need of further development

3. Performance expectations/behavior(s) or desired results the staff member must demonstrate within the specified time frame <i>(Must address specific indicator(s)/behavior(s) within the above standard)</i>

4. Action steps staff member and evaluator will take to address specific performance expectations/ behavior(s).			
PERFORMANCE INDICATOR(S)/BEHAVIOR(S) NOT MEETING STANDARD	ACTIONS AND SUPPORTS THE EVALUATOR WILL TAKE TO SUPPORT EMPLOYEE	ACTIONS STAFF MEMBER WILL TAKE TO IMPROVE INDICATOR(S)/BEHAVIOR(S).	COMPLETION DATE

5. Specific performance behavior(s) and/or practices which will be observable upon completion of plan.

6. Progress toward action steps		
MEETING DATE	PROGRESS TOWARD MEETING STANDARD(S)	SIGNATURES/ INITIALS OF EMPLOYEE AND EVALUATOR