



Staff Member Growth Plan Confidential



The Growth Plan has four steps: (1) Clearly identify the specific areas where the staff member's performance does not meet minimum District performance standards; (2) Specify the behaviors which the staff member must demonstrate to meet District standards; (3) Develop a set of interventions (within fifteen (15) working days); (4) Develop a formal evaluation process to assess the staff member's performance relative to District standards.

The ultimate responsibility for improvement lies with the staff member. Successful completion of the plan is contingent upon demonstration of the target indicator(s)/behavior(s) not merely completion of the improvement activities. The law states a reasonable period of time will be allowed for the staff member to complete the growth plan.

Staff Member's Name	
Staff Member's ID Number	
Staff Member's Assignment	
Supervisor's Name	
Plan Initiation Date	
Completion Target Date	
Periodic Reviews of Progress Dates	

GROWTH PLAN SIGNATURES

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)	

Signature indicates participation in the planning conference and understanding of responsibilities related to the contents of the Growth Plan.	
Distribution:	A copy of the signed Performance Evaluation Report should be retained at the site, one to the staff member, and one with the original signatures to Human Resources.

1. Performance indicator(s)/behavior(s) on which the staff member's performance does not meet District performance standards.

2. Overall goal of the growth plan (must address specific indicator(s)/behavior(s) within above performance standard).

3. Interventions to bring about target indicator(s)/behavior(s)

Resources
Necessary

Time Lines

4. Specific indicator(s)/behavior(s) which will be observable upon completion of the plan.