

**ASSISTANCE PLAN DOCUMENT
FOR APPENDIX E-8 – EVALUATION DOCUMENT**

- I. Identify each Standard with an Overall Rating of Unsatisfactory or an Overall Rating of Needs Improvement. For each Key Element marked Unsatisfactory or Needs Improvement in the Standard, please identify specific observations or evidence of *deficiency which supports the overall ratings for the standard*. Please number each Standard and Key Element to match the evaluation document.

- II. For each Standard and Key Element noted above, please identify specific expectations for proficient professional performance. Please number each Standard and Key Element to match the evaluation document.

- III. Record assistance which has already been provided. This assistance should include specific assistance related to the areas of deficiency noted above.

- IV. List additional assistance to be provided which is specifically related to the areas of deficiency. Note by each strategy of assistance the Standard or Key Element(s) which are the focus of improvement for the strategy.

- V. Employee must correct deficiencies in performance:
 - By (date): _____ (Probationary teachers first evaluation) within a period of not less than 30 work days.

 - Prior to the final evaluation of the following school year.

 - Not applicable. Employee is not recommended for re-election.

The Evaluation Conference was held on: _____.

Evaluator's Signature _____	Date _____	Employee's Signature _____	Date _____
Evaluator's Name (printed) _____		Employee's Name (printed) _____	

Employee's Comments: Attach separate page

My signature acknowledges that I have seen and discussed this evaluation, but does not necessarily imply agreement with conclusions of the evaluator.

cc: Personnel File
Evaluator
Employee