

Plan of Assistance for Improvement

Plans of Assistance for Improvement are developed to assist and guide teacher candidates who demonstrate areas of weakness or need for improvement related to the professional knowledge, skills, and dispositions required of teachers. The EECE program seeks to help teacher candidates become the very best professional educators possible. Plans of Assistance are designed to assist teacher candidates in achieving that goal (Appendix H).

Plans of Assistance include the following steps:

1. *An objective description of the problem*—The description is developed in collaboration with the teacher candidate, course instructors, mentor teachers or field supervisors, depending on the nature of the problem. Teacher candidates are informed that a plan is being developed and have an opportunity for input into what they perceive to be areas of weakness.
2. *A list of reasonable expectations for improvement on the part of the candidate*—These expectations are a specific list of what the program will reasonably expect the candidate to change in terms of academic or professional behaviors.
3. *A list of what the program will do to support the candidate's improvement efforts*—This list includes support for all the elements described in parts one and two. Faculty expertise, additional supervisory sessions, one-on-one instruction, retaking a course, and other genuine support strategies will be included. All parties participate in generating the most helpful strategies. Nothing in section three should create an undue burden on any of those enlisted to help—the operative term is reasonable.
4. *A timeline for when expectations should be met*—The timeline must be reasonable and have a termination date by when the demonstrated change will be evident.
5. *Next steps*—Next steps are a part of due process notice and indicate what will happen when the Plan of Assistance timeline is completed
6. *Signatures*—The Plan of Assistance is signed by all the people involved in the development of the plan and the Elementary Co-Director of ITE.
7. *A sentence that reads, "I have read and I understand this plan" with a space for the candidate to sign*—The candidate does not have to agree with the plan but must indicate that she or he has received the notice.

Another sentence states "The candidate has chosen to respond in writing to this plan.

_____Yes _____No"

If "Yes," the candidate's response is attached to the plan and placed in the candidate's file.

8. *Copies*—Copies of the plan, without the candidate's response, will be given to all the individuals who signed the plan. A copy is placed in the candidate's file.

Plans of Assistance are confidential and shared only on a need to know basis. If the plan is successfully completed, it is removed from the candidate's file and destroyed. No mention of a successfully completed plan is ever passed on to a potential employer.