



### **Evaluation Process: Individual Development Plans**

The evaluation process for Integrity Educational Services, comprised of both Lighthouse Academies and the Hope Academy of West Michigan school districts, consists of the following processes to support educator development and growth over time.

1. At the end of each school year, teachers reflect and create 3-4 professional goals for the upcoming school year. These goals are turned in to School Leaders before the end of the school year, reviewed with individual staff, and included in each team member's end-of-year evaluations.
  - a. All goals are agreed upon by the teacher and school leader and then sent to Human Resources with a signed evaluation by June 30th of each year.
2. Upon the start of the new school year, School Leaders and teachers use the previous end-of-year goals to create their updated Individual Development Plans (also known as Plan-to-Win). These updated goals are turned in to school leadership, reviewed in person with individual teachers, and then turned in to Human Resources by September 30th.
  - a. If a teacher is new, they create their new goals in collaboration with their school leader. Those goals are then included in their new Individual Development Plan.
3. At the mid-year evaluation, occurring between December 1st and January 31st, school leaders review the Individual Development Plan goals and the established IES evaluation.
  - a. In addition, all new teachers have their IDP (Plan to Win) signed, reviewed with school leaders, and turned in to Human Resources by January 31st.
4. Upon the end of the current school year, the process starts over to ensure a continuous improvement cycle that supports educators with data-driven goals that are aligned and reflected upon on an annual basis.



LIGHTHOUSE  
ACADEMY

HOPE  
Academy  
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