

## DE SOTO AREA SCHOOL DISTRICT

538-Rule(2)

### INTENSIVE ASSISTANCE PLAN

The evaluation of teachers in the De Soto Area School District is based upon the philosophy that the evaluation is predicated upon trust and confidence. Further, it is believed that the process is essential for professional growth and has as its main purpose the improvement of instruction.

Intensive assistance is a process intended to improve the performance of teachers who have been identified by their evaluators as "Does Not Meet Standard". The intent of the program is to be positive, supportive, and yet, not disregard the fact that serious deficiencies exist.

- Who should be offered intensive assistance?

If during the supervision/evaluation process, a teacher's performance has been determined as "Does Not Meet Standard" and future employment is in jeopardy, the teacher shall be offered the opportunity for intensive assistance.

- When should the teacher be notified?

The offer for intensive assistance will be made during the summative evaluation conference. Acceptance or refusal must be in writing and submitted within five days of the summative evaluation conference.

- What is the purpose of the assistance team?

The purpose of the assistance team is to help teachers improve in an area(s) identified by their evaluator as "Does Not Meet Standard." The team functions in a collegial and confidential manner while encouraging and supporting the teacher in his/her growth efforts. The assistance team serves in a non-evaluative capacity. It is not intended that the process replace any of the supervisory or evaluation responsibilities of the principal. The team is providing a supplementary intervention, which is outside of the evaluation process.

- What is the composition of the assistance team?

The team will be composed of no more than three members. The team membership will be agreed upon by the teacher and the principal and selected from a pool of professionally qualified people. The team will appoint a chairperson. The chairperson will coordinate activities and provide the principal evaluator with documentation of the team's activities.

- What tasks should the intensive assistance team perform?

The intensive assistance team shall:

- a. meet with the principal and teacher to develop a clear statement of need;
  - b. develop a plan with the principal/evaluator and teacher focusing on the professional goals;
  - c. observe the teacher;
  - d. provide feedback to the teacher;
  - e. provide the principal/evaluator with a log of events and a report when the plan has been completed; and
  - f. make a recommendation to either disband or continue.
- How long does the team function?

The team will function as a unit until January 15 of the school year in which the team and teacher have been working together. A final report must be filed at that time. If a recommendation is made by the team to continue its work, and the teacher and principal/evaluator agree, the January 15 deadline will be waived and a new deadline established.

APPROVED: May 14, 1996

REVISED:

***NOTE: This procedure was found in the Intensive Assistance Plan (revised 5/14/96). I revised it slightly for stylistic reasons. Again, be sure that this reflects current district practice. Refer to my "note" on 538. (WASB - 12/04)***