

INTENSIVE SUPERVISION PROCEDURE

The Intensive Supervision Procedure has been established to assist and support tenured teachers who have been identified as not satisfactorily fulfilling the duties and responsibilities of their position. The goal of the process is to provide a structured environment in which these teachers will have the opportunity to improve their performance.

PROCEDURE

- (1) The administrator will complete the assessment in accordance with Policy GCOA-R. If, the administrator determines, in consultation with the assistant superintendent of human resources, that a teacher is not performing satisfactorily and that adequate attempts have been made at the school level to improve teacher performance, the administrator will provide the assistant superintendent of human resources with copies of the Performance Assessment -Teacher, GCOA-E5 and supporting documentation. The following information will be included in the documentation:
 - (a) the dates, times, and duration of classroom observations;
 - (b) a summary of recorded observations made during the visits, which focus on the concerns;
 - (c) a summary of post-visit conferences held with the teacher indicating that concerns and/or observations have been brought to the teacher's attention;
 - (d) a summary detailing actions which have been recommended to the teacher in order to address the identified concerns, as well as suggestions for improvement, in-services, visits to other classrooms, role modeling, etc.;
 - (e) a summary describing the teacher's responses to the administrator's recommendation for improvement.

- (2) (a) If determined that the concern(s) identified have been appropriately documented, have been brought to the attention of the teacher, and the process to remedy the concerns has been followed, a letter will be sent by the assistant superintendent of human resources to the teacher indicating the he/she will be requested to attend a meeting with the assistant superintendent of human resources, and the administrator. The letter will outline the purpose of the meeting and will inform the teacher of the right to be accompanied by a representative of the River East Transcona Teachers' Association or the Manitoba Teachers' Society.

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The purpose of the meeting will be to:

- (i) review the procedures and conclusions of the evaluation;
 - (ii) review the documentation provided in the evaluation;
 - (iii) hear the response of the teacher to the identified concerns and the evaluation process that has occurred;
 - (iv) allow the assistant superintendent of human resources to collect adequate information to make a decision on implementation of the Intensive Supervision Procedure.
- (b) Within five teaching days of the meeting, the assistant superintendent of human resources will communicate to the teacher and the administrator the decision regarding the implementation of the Intensive Supervision Procedure.

If the decision is to place the teacher on the Intensive Supervision Procedure, a copy of the letter will be sent to the president of the River East Transcona Teachers' Association.

- (c) If the assistant superintendent of human resources concurs that the Intensive Supervision Procedure is required, a further meeting between the assistant superintendent of human resources, administrator and teacher will be held to:
- (i) clarify procedures and expectations for all concerned;
 - (ii) review a plan for teacher improvement [see (e) below];
 - (iii) establish meeting dates to review process;
 - (iv) clarify possible consequences of the evaluation.
- (d) The assistant superintendent of human resources will write a summary of each meeting and provide copies to all participants.
- (e) The assistant superintendent of human resources with the administrator, will establish a plan to address the concerns about the performance of the teacher.

The plan will include:

- (i) who will be involved in the process;
- (ii) identification of the areas in which improvement is necessary;
- (iii) timelines for informal and formal observations. Informal observations may be brief and impromptu; formal observations will be preceded and followed by a meeting between the teacher and administrator;
- (iv) dates for interim and summary reporting;

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- (v) required documentation;
 - (vi) the opportunity for appropriate professional development assistance (support may include in-class assistance, articles to read, workshops, classroom visitations, etc.).
- (f) The administrator will maintain the following:
- (i) records of observations;
 - (ii) summaries of conferences with the teacher;
 - (iii) minutes of meetings with the teacher;
 - (iv) any other relevant documentation.
- This information will be shared with the teacher.
- (g) The assistant superintendent of human resources or designate may be involved in observation in the classroom.
- (h) At the end of the process, the assistant superintendent of human resources will conduct a review of the data and provide recommendations to the superintendent that may include but is not limited to:
- professional development;
 - counselling;
 - change of assignment;
 - transfer;
 - termination.
- (i) The assistant superintendent of human resources and administrator will then meet with the teacher and his/her representative to outline the results of the process.
- (3) Once the Intensive Supervision Procedure has been activated, the procedures will be continued to resolution irrespective of any transfers, leaves, reassignments or any changes in supervising personnel.

Effective Date:	December 7, 2004	Review Date:
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Board Motion(s):	636/04; 252/09; 194/18	
Legal/Cross Reference:	GCOA-R – Evaluation of Instructional Staff; GCOA-E5 – Performance Assessment-Teacher	
