

Modes of Supervision Professional Development General Guidelines

Professional Development is comprised of **four** models of supervision. They include the following:

1. Administrative Monitoring
2. Clinical Supervision
3. Self-Directed Development
4. Drop In Visitation

Newly-Hired Professional Staff

1. Non-tenured staff will automatically be placed in the clinical supervision model for the first two years of employment. The administrator will decide if the teacher will be placed in the clinical supervision model for the third year or be given opportunity to select another option.
2. Tenured staff new to the District will automatically be placed in the clinical supervision model for their first year. The administrator will decide if the staff member will be placed in the clinical supervision model for the second year or be given the opportunity to select another option.

Other Professional Staff

1. Each professional staff member must choose one of the professional development models, or he/she will be placed in one by the administrator.
2. Choices of options by staff will be made in the fall at the discretion of the building administrator. Each professional staff member will be notified by the administrator of the final determination of placement during a beginning-of-the-year conference.
3. Based on a rotating schedule established by the administration, each staff member will choose the administrative monitoring model or the clinical supervision model at least once every four years.
4. The choice of options will be made on an annual basis with the understanding that the selection will be carried out for one entire year (with administrative permission and depending on the selected goals, it may be possible to extend the time period beyond one year).
5. The administrator may choose to place a professional employee in a different option at any time during the school year. If this occurs, a conference will be held between the staff member and the administrator prior to making such an assignment. The staff member will then be excused from the original option.
6. Although it is not encouraged, a professional employee may choose two options within a given year. This is done with the consultation of the building administration and the expectations of each model must be fulfilled.
7. Staff members are encouraged to invite administrators into the classroom for special situations and presentations, and may request a more formal observation at any time.
8. Administrators are encouraged to visit all classrooms on a regular basis to monitor the instructional program. Drop in visitations will typically focus on individual employee goals(s) and /or District initiatives. Follow up conferences may be requested by either party.