

Appendix A-9
Calaveras Unified School District

TIER I – SUMMARY

DIRECT SUPERVISION FOR NEW/BEGINNING TEACHERS

PARTICIPANTS:

New teachers will be placed in Tier I for two years. Participants in Tier I will include the following groups: 1) new teachers eligible for BTSA; 2) new teachers not-eligible for BTSA such as, but not limited to interns, teachers on emergency credentials, temporary teachers; and 3) experienced teachers new to the district.

Participation in Tier I will be for two years with the option of a third year determined by the teacher and/or by the administrator after collaborative discussion. Participation in the third year in no way precludes the teacher being granted tenure, which will occur in any case on his/her first day of the third year of instruction.

PURPOSE:

The purpose of direct supervision is to ensure that the Standards for the Teaching Profession are understood, accepted, and satisfactorily demonstrated. An additional purpose is to introduce new staff to programs, procedures, and policies, and to reinforce the expectations of the district. Teachers will be provided with training and support in understanding and implementing the district standards. The district standards include the California Standards for the Teaching Profession (CSTP), Academic Content Standards for California Public Schools, and performance standards. The purpose of direct supervision is to ensure that teaching is of the highest quality by providing administrators with ample opportunity to observe, analyze and discuss teaching practices and use these to evaluate teacher competency.

PROCEDURE/METHODS:

The Individual Development Plan will be completed by the teacher with administrative input within the first four weeks of the school year.

The intent of formal observation is to gather data on classroom practices and instruction as they relate to the standards of the teaching profession, and provide structured feedback and suggestions on performance.

For the teacher in his/her first year as a district employee, that first year will include a minimum of three formal observations. All of these formal observations will include a pre-conference no more than two instructional days (of mutual attendance) prior to the observation and a post-conference within five instructional days (of mutual attendance) of the observation. The written report on the observation will be prepared before the post-conference and presented to the teacher at that conference. It will form the basis for the discussion of the lesson. The teacher will have ten days from the day of the post-conference to prepare comments on the report and have them attached to it before placement in the teacher's personnel file. The administrator will conduct the first formal observation before the winter break. An evaluation summary conference will be held

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before January 31st. The Administrative Evaluation Summary Report will be presented to the teacher at least two days before the evaluation summary conference and will be the basis for that conference. The teacher will have ten working days from the day of that conference to prepare comments on the evaluation and have them attached to it before placement in the teacher's personnel file. The third formal observation will take place before April 1st. The post-conference will be held within five instructional days (of mutual attendance) of the observation. The second Administrative Evaluation Summary Report will be provided to the teacher no later than 30 days prior to the last day of school in accordance with Education Code, with the same conference and timeline requirements.

For the teacher in his/her second year as a district employee, that second year will include a minimum of two formal observations. The first observation will occur before the winter break, and the teacher will be provided with an Administrative Evaluation Summary Report before January 31st. The second observation will occur before April 1st, and the final Administrative Evaluation Summary Report will be provided to the teacher no later than 30 days prior to the last day of school in accordance with Education Code. Again, the same conferences and timelines will apply to these events as applied during the first year.

The administrator will also make informal observations during the year, which will provide opportunities for ongoing verbal and/or written feedback. Informal observations may occur any time during the school day or during school-related events. These may include observations of instruction; various forms of supervision; department meetings; interactions with students, parent and colleagues; preparation for and performance at IEP meetings; and other times not listed. Informal observations may vary in length, and conversations or written remarks may vary in depth.