

EAST STROUDSBURG AREA SCHOOL DISTRICT

Differentiated Supervision

Mission Statement

To investigate, develop, and implement a comprehensive professional development plan designed to support and enhance the supervision and evaluation process, which will focus on diverse professional needs. This plan will facilitate the integration of district initiated professional development with individual staff goal setting. It will promote quality instruction and higher levels of excellence for the school community.

EAST STROUDSBURG AREA SCHOOL DISTRICT

DIFFERENTIATED SUPERVISION OVERVIEW: Models of Evaluation

The three processes in the Differentiated Supervision models of evaluation for Professional Staff include:

1. Clinical I / Clinical II
2. Structured Supervision
3. Collaborative Coaching / Self-Directed Development

All staff will be assigned yearly to one of the three differentiated supervision models in collaboration with building administration.

Clinical I: This is a process of administrative supervision that provides intensive support toward continuous professional growth. It is required for the initial three years of employment in order to provide the necessary support for the successful transition of new staff to the District. Non-tenured staff will be evaluated twice a year.

The following models are intended for tenured, permanently certified staff with satisfactory ratings for at least three consecutive years within the East Stroudsburg Area School District who have received administrative approval:

Clinical II: This is a process of administrative supervision that provides intensive support toward continuous professional growth. Tenured staff will be evaluated once a year every three years using this model.

Structured Supervision: This process of supervision enables a staff member to work with an administrator in a structured setting to examine, refine and enhance their professional performance. It is the traditional model of supervision where a tenured employee is formally observed and evaluated by a building administrator (announced/unannounced without a pre-observation conference). This may occur once or twice in a three year cycle in collaboration with the building administrator.

Collaborative Coaching: is a process of supervision that enables a tenured professional staff member to work with another staff member in a collaborative setting to examine, share, enhance and/or refine professional performance. This may occur twice in a three year cycle in collaboration with the building administrator.

AND/OR

Self-Directed Development: is a process of supervision that enables a tenured professional staff member to explore new ideas and interests in order to refine teaching skills, promote professional growth and enhance student learning. This may occur twice in a three year cycle in collaboration with the building administrator.

****Professional Improvement Program (PIP):** Staff members needing additional support will be placed on a professional improvement program.

EAST STROUDSBURG AREA SCHOOL DISTRICT

DIFFERENTIATED SUPERVISION RATIONALE

Association representatives, building and central office administrators developed a process to advance the professionalism of the East Stroudsburg Area School District faculty. The Processes of Differentiated Supervision will encourage professional staff and principals to foster individual professional development. Professional staff in the District will participate in one of three models of supervision: Clinical I / II, Structured Supervision, Collaborative Coaching /Self-Directed Development. Differentiated Supervision will provide professional staff with the resources and opportunities needed to strengthen their professional skills and/or improve their teaching with a reflective, inquiring approach that enhances professional growth. These supervision models are designed to be developmentally appropriate to meet the needs of each member of the professional team. Utilizing these models will expand and extend professional development with the clarity and intensity that professional staff deserve as we continue to strive for excellence in education in the East Stroudsburg Area School District.

Differentiated Supervision Descriptors: Professional Improvement Program (PIP)

Professional Improvement Program is a process of administrative supervision providing intensive support toward continuous professional growth.

Eligibility

Non-tenured / Tenured staff where the need for a professional improvement has been identified (i.e.: received an unsatisfactory rating or needs improvement)

- **PIP Requirements** Participates in a Professional Improvement Program (PIP)
- Schedule a minimum of two (2) clinical/structural evaluations during the year which may or may not require a pre-observation conference.
- Receives feedback from the administrator during the Professional Improvement program process.

PIP Commitments of Professional Staff

Each staff member under this plan shall:

1. Plan a conference with the administrator and/or program supervisor to determine the focus, develop, and implement a Professional Improvement Plan (PIP).
2. Professional staff members have the responsibility of making the administrator aware that quality performance is occurring through lesson plans, student portfolios, or self-designed progress reports.
3. Other district administrators may conduct additional evaluations. Other informal and unannounced evaluations will take place as necessary
4. Complete and submit a year-end narrative to the administrator by May 15th
5. Exit from the program with granting of tenure OR correction of deficiency(ies) by receiving a satisfactory rating.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Roles/Responsibilities of Administrative Staff (administration only)

The administrator shall:

1. Identify the professional staff that will be on the Professional Improvement Program (PIP).
2. Identify the reason(s) the staff member is placed on a Professional Improvement Program (PIP).
The intent of the program is to improve performance and to improve the individual's techniques and/or teaching skills.
3. Experiences a minimum of two clinical/structural evaluations during the year. Keep appropriate records, such as observation reports, evaluation forms, and evaluation of plan, documentation, and comments relating to the professional criteria in Board Policy.
4. Attach paperwork and evaluation summary for each staff person at the end of the year.
5. Activate procedures for dismissing staff member who exhibits continued deficiencies.
6. Identify those teachers who are exited from the Professional Improvement Program process (PIP) due to successful and execution of PIP and satisfactory evaluations.
7. Each Administrator will be responsible for tracking teachers in this process and identify those in need of a PIP.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Structured Supervision

Structured Supervision is a process of supervision that enables a tenured staff member to work with an administrator in a structured setting to examine, refine and enhance their professional performance.

Collaborative Coaching

Collaborative Coaching is a process of supervision that enables a professional staff member to work with another staff member or team in a collaborative setting to examine, refine, and enhance professional performance.

Eligibility:

Tenured, permanently certified staff with satisfactory ratings of 2.0 to 3.0 on the 82-1 for at least three consecutive years within the East Stroudsburg Area School District.

*Three consecutive years effective 2016-2017 school year. *Teachers grandfathered from 2011-2012 based on form 427/428.

Collaborative Coaching Requirements:

- Develops and participates in an Individual Action Plan/Proposal approved by the building administrator.
- Applies to the administrator by June 1st of the preceding school year. **(For the 2014-2015 school year only all proposals must be submitted by August 28, 2014.)**
- Teacher is required to consult with administrator regarding any adaptation made to the agreed upon proposal by October 1st.
- Teacher is required to conference with the administrator and submit the Collaborative Coaching/Self-Directed Narrative by May 15th.
- Receive a satisfactory rating on an evaluation form upon acceptable completion of the project using the rating of the previous year.

Roles / Responsibilities of Administrative Staff (Administration only)

The administrator shall: (Administration Only)

1. Identify participants in Collaborative Coaching prior to the end of the current school year and inform Human Resources.
2. Review the Proposal/Action Plan and meet, if necessary, with the Collaborative Coaching participants by October of the Collaborative Coaching year.
3. Plan and conduct a year-end evaluation of the Collaborative Coaching participants that reviews the outcome of the Proposal/Action Plan.

EAST STROUDSBURG AREA SCHOOL DISTRICT

4. Serve as a “process observer” to Collaborative Coaching participants.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Self-Directed Development

Self-directed development is a process of supervision that enables a tenured professional employee to explore in-depth, new ideas and interests in order to refine teaching skills and to promote professional growth.

Eligibility

Tenured, permanently certified staff members with satisfactory ratings of 2.0 to 3.0 on the 82-1 for at least three consecutive years within the East Stroudsburg Area School District who have received administrative approval.

*Three consecutive years effective 2016-2017 school year. *Teachers grandfathered from 2011-2012 based on form 427/428.

Self-Directed Development Requirements

Each staff member under this plan shall:

- Submit a written proposal/Individual Action Plan approved by the building administrator prior to the end of the year preceding the Self-Directed Development year.
- Review the action plan with the appropriate administrator(s) by October 1st of the self-directed year (if needed).
- Collect all data.
- Consult with the administrator and/or supervisor about any adaptation to the agreed upon proposal
- Conference with administrator twice a year (mid-term and end of year).
- Submit documentation of progress by completing required narrative.
- Participate in a meeting for review of completed project and Individual Action Plan.
- Receive a satisfactory rating on an evaluation form upon acceptable completion of the project using the rating of the previous year.

Roles/Responsibilities of Administrative Staff (Administration Only)

The administrator shall:

1. Initiate a pre-conference, as needed, with the staff member to discuss the action plan. A connection must be shown between the action plan and the project to illustrate how students will benefit.
2. Plan and conduct a mid-point conference with the staff member to review the progress of the self-directed project.
3. Plan and conduct a conference for the end of the project to review the outcome of the action plan.

Suggested Ideas for the Self-Directed Development Model

(These are *suggestions*; please feel free to develop a proposal of your own for administrative approval.)

EAST STROUDSBURG AREA SCHOOL DISTRICT

REMEMBER: The outcome is a quality project that is of value to the staff which enhances or maximizes the benefit to the student.

1. Prepare a workshop for district staff development on an instructional approach, a specific educational topic, or a topic integral to maximizing student potential.
2. Write a professional paper for submission to a professional journal or organization.
3. Research a particular topic and implement new knowledge/strategies with students, i.e.: classroom management, computer assisted instruction, cooperative learning, discipline, individualized instruction, alternative teaching strategies, listening skills, time management, motivation, peer tutoring, teacher effectiveness, thinking skills, or other current educational trends.
4. Develop an action research project specific to an identified need within your building
5. Write, submit, and implement a grant proposal.
6. Develop a plan for completing the National Board Teacher Certification process.
7. Develop and implement a service learning project.
8. Other as deemed appropriate by staff member/administrator agreement.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Individual Action Plan/Proposal

2____ - 2____ School Year
Due by June 1

Teacher: _____

Date:

Administrator: _____

Building:

Supervision Model:

_____ Collaborative Coaching & with whom: _____

_____ Self-Directed

1. Goal Statement/Proposal:

2. Intended Procedures/Curriculum Areas to be Covered:

3. Benefit(s)/Impact for students:

4. Materials to be Used:

Signature of Staff Member and Date: _____

Signature of Administrator and Date: _____

_____ approved

_____ denied

***If this form is not submitted, you will automatically be placed in Structured Supervision.**

EAST STROUDSBURG AREA SCHOOL DISTRICT

Collaborative Coaching / Self-Directed Narrative

Due to building administrator by May 15th

Collaborative Coaching: Please fill out one sheet for each of the two minimum activities.

Self-Directed: Please fill out one sheet and turn in by May 15th.

Teacher Submitting: _____

Teachers in Team: _____

Date of activity: _____

Administrator: _____ Building: _____

Professional Domain Focus Area (s):

Procedure (s) / Materials Used:

Benefits/Insights Gained:

Difficulties Encountered (if any) and Modifications for the Future:

EAST STROUDSBURG AREA SCHOOL DISTRICT

Differentiated Supervision Verification Form

Please submit to building principal by June 1st

The ESASD Professional Educational Plan provides for 20 hours of Act 48 credit per year for the participation in Collaborative Coaching or the Self-Directed Models of the District's Differentiated Supervision Plan that plans and presents an informative session to a group of stakeholders.

A building principal must sign and submit this form to the Director of Professional Development so you receive your 20 Act 48 hours.

Teacher's Name: _____

Signature:

Building:

School Year:

Check one:

_____ Collaborative Coaching

_____ Self-Directed

Building Principal's

Name: _____

Building Principal's Signature:

Date: _____