

SUPERVISION OF PROFESSIONAL STAFF

Classroom visits are for several purposes: to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, to observe pupil conduct and pupil progress, to keep the administration informed about what is going on in the school program, and to evaluate teaching effectiveness particularly as a basis for recommendation for re-appointment in the case of teachers in the probationary period.

Conferences between the principal/supervisor and teacher shall be held to promote the above purposes. Some conferences, as specified in regulations, shall be formal and result in a written record. It is expected that informal conferences will occur frequently and may be summarized in the written record of the formal conference. The written record will be signed by both teacher and principal/supervisor, each of whom will retain a copy.

The teacher conference, whether following a class visit or not, should serve as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques and, within a broader perspective, should lay the foundation for curriculum planning.

Should any deviation from expected work performance develop, the principal shall be responsible for discussing it with the teacher at an early time. These discussions shall be constructive in approach, and designed to help correct weaknesses. These discussions may be summarized in a written record.