



**SECTION 1000 – HUMAN RESOURCES  
INTENSIVE TEACHER SUPERVISION AND EVALUATION**

In cases where a teacher's performance may be deemed unsatisfactory, their administrator shall place the teacher on Intensive Supervision and Evaluation. The administrator's role in the Intensive Teacher Supervision and Evaluation process is to support the teacher in improving their professional practice.

The process of Intensive Teacher Supervision and Evaluation is as follows:

1. Consultation: The administrator shall meet with the superintendent before placing a teacher on Intensive Supervision and Evaluation.
2. Notice: The administrator shall notify the teacher placed on Intensive Supervision and Evaluation, by letter, with a copy to the superintendent.

The letter shall identify:

- the specific outcomes from the Lord Selkirk School Division Criteria for Quality Teaching Rubric which the administrator believes must be addressed;
  - a clear description of the expected changes in those areas requiring improvement;
  - an outline of the process for supervision and evaluation;
  - a description of supports and resources available to assist the teacher in improving their performance;
  - the timeline for required improvement by the teacher; and
  - that the teacher may choose to seek support and advice from Lord Selkirk Teachers' Association (LSTA) and/or Manitoba Teachers' Society (MTS)
3. Appointment of a Second Supervisor: In schools with only one administrator, there shall be a second supervisor appointed by the superintendent. The second supervisor (for example, the assistant superintendent or the administrator of a similar school or program) shall normally be identified within two weeks of the teacher being placed on Intensive Teacher Supervision and Evaluation.
  4. Informal observations: Informal observations by the administrator and second supervisor may be impromptu and brief. Each informal observation shall be documented, dated and signed by the administrator/second supervisor and the teacher. The teacher shall have the opportunity to include written comments.
  5. Pre-Observation Conference: Each formal observation must be preceded by a pre-conference. The administrator shall document the discussion held at this meeting, and clearly identify the focus of the observation. This focus must be related to the specific outcomes in the Lord Selkirk School Division Criteria for Quality Teaching Rubric that were outlined in the letter of notice as needing to be addressed. The administrator may also offer recommendations for the teacher to consider.
  6. Formal Observation: Each formal observation shall be documented, dated, and signed by the administrator/second supervisor. A minimum of three (3) formal observations shall be made prior to a summative report.

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7. **Post-Observation Conference:** A meeting must be held within three (3) teaching days of the formal observation. The administrator shall provide the teacher with copies of written feedback. The teacher shall sign, date and have the opportunity to include written comments.
8. **Summative Report:** The summative report shall be written by the administrator. It shall provide a summary of observations and recommendations made by both supervisors. The report shall state whether the identified areas requiring improvement have been addressed and corrected.

Following consultation with the superintendent’s department, the report shall include a recommendation of:

- continuation of Intensive Teacher Supervision and Evaluation;
  - transfer to Formal Teacher Evaluation;
  - transfer to PLP;
  - termination of teacher’s employment.
9. **Formal Meeting:** A meeting shall be scheduled with the teacher and the administrator to discuss the details of the summative report and the subsequent recommendation. The teacher has the right to bring a representative from LSTA and/or MTS.
  10. **Appeal Process:** If the teacher wishes to appeal the recommendations of the Intensive Teacher Supervision and Evaluation Summative Report made by the administrator, they may appeal, in writing, to the superintendent. The superintendent shall schedule a meeting with the teacher. The teacher has the right to bring a representative from LSTA and/or MTS to this meeting;
  11. **Recommendation for Termination of Employment:** If the superintendent accepts the administrator’s recommendation for termination of the teacher’s contract, the superintendent shall report this recommendation to the Lord Selkirk School Division Board of Trustees. The superintendent shall arrange a hearing for the teacher with the board, as per section 92(3) of the Public Schools Act. The superintendent shall notify the teacher of the proposed hearing by letter, which shall be personally delivered, or sent by registered mail, at least seven days before the proposed hearing. This letter of notification shall indicate the date, time and place of the proposed hearing, the matters at issue and/or the nature of complaints. The teacher has the right to bring a representative from LSTA and/or MTS. The teacher may decline to attend the proposed hearing.
  12. **Records:** Documentation shall be kept of all visits, conferences, recommendations, and other pertinent information. All reports of informal and formal observations shall be provided for the teacher and include comments in writing. All records shall be sent to the superintendent.

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