

## **PROFESSIONAL PERSONNEL SUPERVISION GUIDELINES**

### **A. SUPERVISION BY PRINCIPALS AND ASSISTANT PRINCIPALS**

The principals and assistant principals shall consider supervision a prime responsibility. The following regulations apply:

1. Classroom visitations are required.
2. No administrator will accept the other teachers' opinions or assumptions about a teacher's proficiency or lack of it.
3. Scheduled classroom visits will be used.
4. Supervision priority will be given to nontenured teachers who shall be observed at least twice during the school year.
5. Transferees shall be observed during the first year of a new assignment.
6. Principals/assistant principals shall be responsible for observing at least one-third (1/3) of their tenured personnel, a minimum of once during a school year.
7. Initial visitations should be casual, brief and positive to make the teacher feel at ease.
8. Second and subsequent visitations should be more specific and carefully planned for observational purposes.
  - a. Teacher Observation Forms are provided by the Lafayette Parish School System and will be used on these visits by administrators.
  - b. Principals are cautioned not to overstress or overstay observational visits.
  - c. Principals will not inject themselves into the lesson unless they are invited to participate.
9. Following each observation, the principal/assistant principal must, within fifteen (15) working days, engage in a conference to discuss the results of the observation with the teacher.
  - a. The main objective of the conference will be to assist the teacher in analyzing and improving teaching and learning.
  - b. Following the conference with the teacher, the observation form will be signed by both the observer and teacher.

- (1) The teacher will be provided with the pink copy of the observation report. (Refer to Subsection 6.4 of Accountability Model, Phase I, Lafayette Parish School System.)
- (2) The yellow copy will be retained by the Principal.
- (3) The white copy will be sent to the School Board Office to be placed in the teacher's single, official personnel file, which is housed in the Human Resources Division.

c. Professional ethics will be practiced in working with all teachers.

10. Assistance of supervisors from the Central Office staff will be made available to principals upon written request.

**B. SUPERVISION BY CENTRAL OFFICE STAFF MEMBERS**

Supervision shall be a responsibility of Central Office staff members who shall observe the following regulations and procedures:

1. Routine visits shall follow a traditional pattern.

- a. The main objective of these visits will be to gain an overall view of teaching throughout the System.
- b. Courtesies expected of principals when conducting routine classroom visitations shall be observed by supervisors.
- c. Supervisors are to be made aware of previous observations by principal.
- d. If possible, the principal will accompany the supervisor.
- e. Minor deficiencies detected will be called to the attention of the principal who will initiate further steps.
- f. Whenever serious deficiencies are detected by the supervisor, a conference will be held with the teacher in the presence of the principal.

(1) The main objective of the conference will be to assist the teacher in analyzing and improving teaching and learning.

g. Professional ethics will be practiced in working with all teachers.

2. Special visits by Central Office supervisors to do a formal observation will be made upon written request by the principal.

- a. The teacher will be informed that a visit by the supervisor has been requested unless there is a legitimate reason not to do so.
- b. These visits follow the same procedure as the observations conducted by principals/assistant principals.

- c. Plans for follow-up visits will be made by the supervisors, if necessary.
- 3. A joint agreement on recommendation will be filed with the Superintendent by the supervisor and principal if Board action is needed.
- C. SUPERVISION OF CENTRAL OFFICE STAFF ADMINISTRATORS, PRINCIPALS, ASSISTANT PRINCIPALS AND OTHER PROFESSIONAL EMPLOYEES  
Refer to Subsection 6.4 of Accountability Model, Phase I, Lafayette Parish School System.
- D. DOCUMENTATION  
A copy of all documents pertaining to employee's performance shall be placed in the appropriate official personnel file, Human Resources Division, Lafayette Parish School System. A copy of the above shall also be provided the employee.

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