

## **Adult Day School Teacher Support Process**

In circumstances where a Principal has a number of ongoing concerns about a Teacher's performance, the Principal will put into place a support process.

The support process will include:

An initial meeting with the Teacher (and their OSSTF representative if requested) to review the concerns. The development of a support plan may occur at this meeting or at a subsequent meeting, if necessary.

The Principal will design the Support Plan with the input of the Teacher and at the Teacher's request, the OSSTF representative. The Support Plan will be in place for three months, or longer if mutually agreed and may include but is not limited to:

- A list of the areas of concern as identified by the Principal (for example classroom management, lesson planning, assessment and evaluation, etc.)
- A listing of the indicators of success in the areas of concern that the Teacher must demonstrate in order for the Principal or designate to discern sufficient improvement (e.g. effective classroom management techniques, effective and appropriate teaching/assessment practices, etc.)
- Up to two classroom visits at a mutually agreed time, and feedback by the Principal or designate at a subsequent meeting with the Teacher
- Following the classroom visit(s), the Principal will meet with the Teacher (and their OSSTF representative, if requested by the Teacher) to review areas of concern, provide feedback and to adjust the support plan if necessary
- The opportunity for the teacher to visit, and observe one or more colleagues, arranged by the principal or designate, to occur in lieu of the Teacher's regular teaching time or, to be paid by the Board at the Teacher's regular hourly rate if outside the Teacher's regular teaching time
- Meetings arranged by the Principal or designate with the appropriate centrally assigned staff to occur in lieu of the Teacher's regular teaching time or, to be paid by the Board at the Teacher's regular hourly rate if outside the Teacher's regular teaching time
- Any other supports offered by the Principal

If the Principal does discern sufficient improvement with respect to the indicators of success in the areas of concern identified in the Support Plan meeting, the Principal will meet with the Teacher to tell them

---

that the Adult Day School Teacher Support process is concluded and that the teacher has been successful.

If the Principal does not discern sufficient improvement with respect to the indicators of success in the areas of concern identified in the Support Plan meeting, the Principal will inform the Teacher at a meeting that they are moving to the formal evaluation process. The teacher may request OSSTF representation for this meeting.