

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

313-AR-2. SUPPORT FOR INSTRUCTIONAL IMPROVEMENT

Building administrator(s), department chairperson(s) or central office personnel may identify teachers who would benefit from involvement in an Individual Instructional Support Plan (IISP). Criteria for identifying teaching staff members for inclusion in the IISP include, but are not limited to:

1. A rating of unsatisfactory on the approved state evaluation form.
2. Repeated reference to observed instructional deficiencies on the district observation report.
3. Documented complaints by students, parents/guardians, supervisors or other staff members as to performance of instructional duties.
4. Consistent failure to correct deficiencies cited by supervisors.
5. A request by the teacher for supportive services through the IISP.

The appropriate supervisor will refer the teacher to the Assistant Superintendent for involvement in an Individual Instructional Support Plan (IISP).

Utilizing the criteria for identification and input from the referring supervisor, the Assistant Superintendent will determine if the teacher would benefit from and should participate in the IISP.

Along with the supervisor, the Assistant Superintendent will develop an IISP, which will include:

1. The names of supervisory personnel to serve as the Intensive Supervision Team.
2. Intensive Supervision Plan.
3. Professional Growth Plan.
4. Evidence of successful completion.
5. A timeframe for the IISP.

6. A tentative evaluation date on which evaluations will be made of the teacher's progress during the IISP.

The Assistant Superintendent or Supervisor of Elementary Education will hold a conference with the teacher. At that conference, adjustments to and variations of the IISP may be made. These changes must be noted in the designated area of the IISP.

During the time period designated by the IISP, the Intensive Supervision Team will complete the necessary supervision as indicated on the IISP. The teacher will also complete the components of the Professional Growth Plan.

On or near the tentative evaluation date established by the IISP, the Assistant Superintendent and the Intensive Supervision Team will utilize the evidence of successful completion to determine the outcome of the IISP. At this point, the teacher may be returned to a normal status, may continue on the same or on an altered IISP, or may be rated unsatisfactory.

INDIVIDUAL INSTRUCTIONAL SUPPORT PLAN (IISP)

Employee: _____ Assignment: _____

Duration of Plan: _____

Tentative Evaluation Date: _____

Supervision Team Members: _____

Description of Supervision Plan: _____

Description of Professional Growth Plan: _____

Evidence of Successful Completion: _____

Response/Comment of Employee: _____

Response/Comment of Assistant Superintendent: _____

Signature of Employee

Date

Signature of Assistant Superintendent

Date

INDIVIDUAL INSTRUCTIONAL SUPPORT PLAN (IISP) SCHEMATIC

