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Intervention for Less-Than-Satisfactory Teacher Performance

Nothing herein shall be construed to limit the right of the Superintendent to recommend to the School Board the non-renewal or termination of any employee.

In the event an employee's performance is less than satisfactory according to any stated performance expectation, the principal and the employee may collaboratively develop a Plan of Action to address the deficiency(ies) in performance. The principal will review the Plan of Action with his or her supervisor at the beginning of the process.

The Plan of Action, which is to assist the employee in achieving a satisfactory assessment, must be completed on the NNPS Plan of Action Form (Form 7:3) and must include the following:

- timeline for plan implementation (in accordance with timeline for contract renewal);
- person(s) responsible for each step of the plan;
- assistance to be provided by the principal and/or others;
- assessment criteria and procedures;
- schedule for interim conferences to discuss status of plan implementation; and
- signatures of the principal and the employee.

All aspects of the Plan of Action must be discussed with the teacher in order to minimize misunderstandings. This discussion must include establishing the procedures for formal classroom observations, informal observations, clarification of assessment criteria and procedures, and clarification of the roles and responsibilities of all parties included in the Plan of Action.

The principal will conduct periodic conferences with the employee according to the established timelines in the Plan of Action. The purpose of these conferences is to discuss the results of the employee's achievement towards the successful completion of the Plan of Action and to make any needed adjustments to the plan.

A Conference Summary Form (Form 7:4) will be completed at the conclusion of each Plan of Action conference. A copy of the Conference Summary Form must be provided to the employee.

Conference Summary Forms will be retained by the principal until the end of the contract year, unless non-renewal of a contract is being recommended. In cases of a non-renewal or dismissal recommendation, Conference Summary Forms must be submitted to the principal's supervisor for review before forwarding them to the Human Resources Department. (If the employee does not satisfactorily complete the Plan of Action, the principal may place the employee on a second Plan of Action.)

If the employee fails to successfully complete the Plan of Action or receives three or more less-than-satisfactory Conference Summary reports, the principal must discuss the situation with his or her supervisor. If it is determined that the employee is not

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**Procedures
for Addressing
Less-Than-Satisfactory
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making satisfactory progress in meeting the performance expectations of the school division, the Conference Summary Forms with a cover letter recommending non-renewal, probation, or dismissal will be given to the teacher with copies being submitted to the Human Resources Department as documentation of consistently less-than-satisfactory performance evaluation as required by the Code of Virginia (22.1-307). Non-renewal information will be provided by February 15.

These listed dates are recommendations only. Any deviation from these dates will not be considered a due process violation of the Summative Assessment: Evaluation Process.

The principal should inform his or her supervisor of any employee currently under a Plan of Action or any whom they plan to place under a Plan of Action. Existing documentation and timelines for a plan should be reviewed.

December 15: The principal reports his or her supervisor any employee who is not making satisfactory progress in completing the Plan of Action.

February 1: The principal's supervisor will provide the Human Resources Department a list of employees, probationary and continuing contract, being considered for contract non-renewal or dismissal.

February 15: The principal will notify the employee in writing of the recommendation for non-renewal or dismissal.

A copy of this written recommendation and documentation supporting it will be sent to the Human Resources Department and the principal's supervisor. All documentation will be reviewed by the Human Resources Department. The Superintendent will be advised of recommendations requiring further action.

Upon request, the Superintendent will provide documentation, if any, to any teacher not being recommended for contract renewal or dismissal.

**On or before
April 15:** The teacher will be notified, in writing, that the School Board will not renew his/her contract for the upcoming school year. Extension of this date is possible in accordance with the Code of Virginia requirements.

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Evaluation Conference

The principal will conduct a conference with any employee on a Plan of Action who is being recommended for non-renewal or dismissal. The principal must notify the employee, in writing of the recommendation for non-renewal. **This conference will be conducted by February 15.**

If the employee successfully completes the Plan of Action and is being recommended for renewal, an evaluation conference must be completed. If possible, this conference will be held by **March 15.**

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Plan of Action Form

Evaluatee _____ SSN _____ Date _____

Evaluator _____ School _____

This form is required to be completed whenever a teacher's performance is considered to be less-than-satisfactory according to the teacher performance expectations of Newport News Public Schools. The evaluator and evaluatee cooperatively establish objectives, an implementation timeline, clarification of the roles and responsibilities for individuals included in the plan, and assessment criteria and procedures for performance improvement.

I. OBJECTIVE(s) for performance improvement:

II. IMPLEMENTATION TIMELINE:

III. ROLES and RESPONSIBILITIES:

IV. ASSESSMENT CRITERIA & PROCEDURES [Data collection process and evidence quality to document progress toward the objective(s)]

Evaluatee Signature

Date

Evaluator Signature

Date

Distribution: 1 copy Evaluatee 1 copy Evaluator

Plan of Action Form Conference Summary Form

Objective(s) for Performance Improvement:

Pre-Conference Data Collection:

Conference Notes:

Status of the Plan of Action:

Future Strategies:

Evaluatee Signature

SSN

Date

Evaluator Signature

Date

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