

TEACHER SUPERVISION ASSESSMENT

A Legal Guide for Analyzing Documentation, Supervision, and Disciplinary Actions[©]

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Purpose and Instructions: This tool is for North Carolina public school administrators to assess their supervisory and documentation of teachers in anticipation of potential employment discipline or termination.¹ Complete each section. The Assessment's application to specific circumstances requires careful consideration by appropriate personnel and/or your school attorney. Administrators who use this tool should ensure that it is consistent with local policies and procedures and remember that it, like other documentation, may be considered part of a teacher's personnel file.

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Supervisor(s) Name(s):

Date Created:

Date Last Modified:

I. Teacher Profile

| Teacher Name | # Yrs. as Teacher | # Yrs. at School | Status* |
|--------------|-------------------|------------------|---------|
| | | | |

*Status: (A) **Traditional public school designations:** "Probationary," "Tenured," "Interim" teachers.

(B) **Charter school designations:** "At-will, "term contract," "other" (Refer to the teacher's contract and/or consult your school attorney to determine the teacher's status.)

Questions/Notes:

II. Problem Profile

A. Specify major problems, impact, and gravity (on a scale of 1 to 10, with 10 as most serious).

| Major Problem(s) (e.g., discipline, pedagogy) | Duration (mos/yrs) | Effect on Students | Gravity (1 thru 10) |
|---|--------------------|--------------------|---------------------|
| 1. | | | |
| 2. | | | |

B. Chronological Log (i.e., key developments in the supervision process)

| Date | Event | Comments, Documents, etc. |
|------|-------|---------------------------|
| | | |

¹ This tool is most useful in its electronic format to adapt to individual circumstances and to use electronic hyperlinks, expandable tables, and narrative additions.

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| | | |
| | | |

Questions/Notes:

III. Supervisory Checklist

Note: Dismissal is more likely to be necessary and legal in proportion to affirmative responses.

| A. Level of Supervisory Notice and Support | ? | No | Yes |
|--|----------|-----------|------------|
| Has the teacher been given clear and timely... | | | |
| 1. notice of the problem(s)? | | | |
| 2. notice of expectations, timelines, and consequences? | | | |
| 3. monitoring and feedback from other objective observers? | | | |
| 4. response(s) to his/her questions and concerns? | | | |
| 5. action plan as required by local policy? | | | |

| B. Assessment of Progress and Remedial Feasibility | ? | No | Yes |
|---|----------|-----------|------------|
| 1. Has the teacher failed to make adequate and timely progress? | | | |
| 2. Is it unlikely the teacher will progress in a reasonable time? | | | |
| 3. Have other reasonable, documented actions been taken (e.g., employee assistance, action plans, or other gradual discipline)? | | | |

| C. Documentation | ? | No | Yes |
|--|----------|-----------|------------|
| 1. Have all observations and evaluations been completed satisfactorily? | | | |
| 2. Does documentation reveal the nature and scope of problem(s)? | | | |
| 3. Does the documentation clearly reflect diligent efforts to assist the teacher and respond to reasonable questions and requests? | | | |
| 3. Does the record show cause for disciplinary action? (See §IV.A) | | | |

| D. Other Legal and Ethical Considerations | ? | No | Yes |
|---|----------|-----------|------------|
| 1. Local procedures/policies followed (e.g., evaluation, action plans)? | | | |
| 2. Other obligations fulfilled (e.g., no discrimination, harassment, retaliation)? | | | |
| 3. Would a concerned parent want her child in the teacher's classroom? | | | |
| 4. Have you conferred with appropriate supervisor and/or legal personnel for review and approval of your plans and documentation? | | | |

Questions/Notes:

IV. Supervisory Plan

Develop a plan to be used if a decision is made to move for potential nonrenewal, dismissal or demotion.

A. Identify potential grounds for nonrenewal, dismissal or demotion, with supporting documentation.

| Grounds to Dismiss or Nonrenew (Refer to 115C-325 for traditional teachers; refer to employment contract for charter school teachers) | Supporting Documentation |
|--|--------------------------|
| 1. | |
| 2. | |
| 3. | |

B. Resources. List resources to consult (e.g., school attorney(s), supervisors, legal authorities, board policies, employment contract).

| Resource | Information Sought |
|----------|--------------------|
| 1. | |
| 2. | |
| 3. | |

C. Action Summary. List major actions taken or to be taken. Include timelines, responsibilities, etc.

| Action | Strategies, etc. |
|--------|------------------|
| 1. | |
| 2. | |
| 3. | |

Questions/Notes: