

Atlantic Community School District INTENSIVE ASSISTANCE PLAN

The Specific Intensive Assistance Plan provides a good faith effort to support and guide the career teacher in meeting the expectations set forth in the Iowa Teaching Standards. This plan provides a more structured and intensive mode of supervision for the staff member who is not consistently demonstrating one or more of the Iowa Teaching Standards.

The decision regarding implementation of Tier III should be collaborative, but may be directive. This plan is intended to provide the highest likelihood for professional improvement. This process may begin at any time. Because of the personal nature of this plan, confidentiality is expected of all participants. Tier III consists of two phases.

1. AWARENESS PHASE

In the awareness phase, the administrator/evaluator identifies a problem relating to the Teaching Standards (only Iowa Standards one through seven can be identified for placement in an intensive assistance tier) that is characteristic of a teacher's performance rather than an anomaly. The evaluator should contact the staff member in writing, makes him/her aware of the problem, collaboratively develops the means to resolve the problem, and schedules a time (not to exceed three months) to discuss resolution. While the teacher and the evaluator attempt to resolve the problem, the staff member continues to remain in Tier II and work on the District and Individual Teacher Career Development Plans. At the conclusion of the agreed upon timeframe, the evaluator will review the progress and will make one of the following recommendations:

- The problem is resolved and the staff member is removed from the awareness phase and continues to work within Tier II.
- In the event the problem is not resolved, the staff member is notified in writing and placed into the assistance phase. Placement in the assistance phase would suggest that activities regarding the professional development plan in Plan II would be suspended. The evaluator must approve the decision to postpone the teacher's responsibility for engaging in the learning identified in the District Career Development Plan.

2. ASSISTANCE PHASE

After the final meeting of the Awareness Phase, a letter will be sent to the staff member to formally notify him/her of placement in the Assistance Phase. A copy is forwarded to the Superintendent's office and is placed in the personnel file. The staff member should also be notified of their right to request assistance from their local association. A conference will be held between the staff member and the evaluator to develop an Assistance Plan that must include a specific statement of problems related to one or more of the Iowa Teaching Standards (Standards 1 – 7) as well as specific-growth promoting goals that are measurable, action-oriented, realistic, and time-bound. In addition the plan will include strategies to be applied in achieving the goals, intended timelines for the strategic actions, and specific criteria for evaluating the successful completion of the plan. It may be beneficial for a district to identify a team of individuals who have the knowledge and skills to assist the identified teacher in improving his/her performance. This team may also assist in the development of the intensive assistance plan but may not identify the standards by which the teacher was placed on intensive assistance. The summative evaluation of the teacher in the intensive assistance tier must be made by the designated evaluator. At the end of the designated timeframe, one of three recommendations will be made at the time of the summative evaluation:

- The problem is resolved; the staff member is removed from the Assistance Plan
- Progress is noted, the timeline is extended but may not exceed twelve months according to Iowa law and work continues in the assistance phase.
- The problem is not resolved, progress is not noted. Actions are then taken by the district to move towards a recommendation for non-renewal of contract.

**ATLANTIC COMMUNITY SCHOOL DISTRICT
INTENSIVE ASSISTANCE
AWARENESS PHASE—IDENTIFICATION OF CONCERN FORM**

Teacher: _____ Date: _____

Specific Concerns for the following Iowa Teaching Standards:

Next Meeting Date:

Teacher Signature and Date: _____

Administrator Signature and Date: _____

**ATLANTIC COMMUNITY SCHOOL DISTRICT
AWARENESS PHASE – FINAL SUMMARY FORM**

Specific Concerns for the following Iowa Teaching Standards:

Administrative Recommendation(s):

- CONCERN RESOLVED, RETURN TO PLAN II
- CONCERN NOT RESOLVED, RECOMMEND MOVEMENT TO ASSISTANCE PHASE

Teacher Comments:

Teacher Signature and Date: _____

Administrator Signature and Date: _____

**ATLANTIC COMMUNITY SCHOOL DISTRICT
ASSISTANCE PHASE – PLAN OF ASSISTANCE FORM**

Teacher: _____ Date: _____

Specific Concerns related to the following Iowa Teaching Standards:

Plan (Methods/Strategies):

Proposed Timeline:

Indicators of Progress:

Resources/Support Needed:

Next Meeting Date:

Teacher Signature and Date: _____

Administrator Signature and Date: _____

**ATLANTIC COMMUNITY SCHOOL DISTRICT
ASSISTANCE PHASE – PLAN OF ASSISTANCE PROGRESS FORM**

Teacher: _____ Date: _____

Meeting Dates: _____

Plan (Methods and Strategies used to date):

Indicators of Progress for identified Iowa Teaching Standards:

Resources/Support Utilized to Date:

Concerns:

Next Meeting Date:

Teacher Signature and Date: _____

Administrator Signature and Date: _____

**ATLANTIC COMMUNITY SCHOOL DISTRICT
ASSISTANCE PHASE – FINAL SUMMARY FORM**

Teacher: _____ Date: _____

Meeting Dates: _____

Plan outcomes:

Iowa Teaching Standards not met:

Future considerations:

Teacher's comments:

Evaluator's comments:

Evaluator's Recommendation:

- CONCERN RESOLVED, RETURN TO PLAN II
- PROGRESS NOTED, EXTEND ASSISTANCE TIMELINE (see revised plan)
- CONCERNS NOT RESOLVED, NO PROGRESS NOTED, RECOMMEND NON-RENEWAL OF CONTRACT

Teacher Signature and Date: _____

Evaluator Signature and Date: _____