PDE Guidelines for a Differentiated Supervision Plan

- Aligned to the Danielson Framework for Teaching Framework or an alternative rating system approved by PDE
- Related to a district or school initiative designed to improve instructional practices
- Included in the LEA’s supervision manual
- Includes a cyclical timeline so that all staff will participate through the Formal Observation Mode within a 3 or 4 year plan.
- Include opportunities for Differentiated Supervision (See Requirements below.)
  - Action Research
    - Self-Directed Model
    - Team-Focused Model
  - Peer Coaching
    - Data collection in-service needed for the professional staff prior to implementation of this model
  - Portfolio
    - Criteria established by the administrator or by the teacher based upon interests and needs
  - Note: Book or research reviews would NOT be acceptable. They may be used as a basis to develop the research for the action plans.

- Include a Formal Observation Mode (Danielson Model with a Pre-conference, Classroom Observation, Post-conference, Walk-through)
  - Non-tenured teachers (twice a year until tenured is granted)
  - First year hired tenured teachers
  - Tenured teachers rotating through the Cycle of Supervision
  - Professionals identified through observation as needing improvement or failing
    - Intensive Supervision: With the administrator, a teacher at-risk...
      - Will receive a Performance Improvement Plan
      - Have a Formal Observation every 6 weeks
      - Create an Intensive Supervision timeline
      - Determine if the professional is making progress to a Proficient level
      - Determine if the professional has made sufficient progress to earn a Proficient rating and maintain employment
      - Non-tenured teachers will enter into Formal Observation until tenured is granted.
• Include an evaluation plan for
  o Tenured teachers once a year
  o Non-tenured teachers twice a year
• May be formulated in collaboration with the local bargaining unit

Requirements for Differentiated Supervision (Self-directed or Team-focused)

• Tenured teacher who has received Satisfactory or Proficient/Distinguished on the latest two Summative Evaluations
• An Action Plan
  o Participant’s name, staff position, and date
  o Submission date and receipt of submission
  o A described goal including how the project will impact student achievement
  o Demonstration of alignment to a Danielson Framework for Teaching domain/component and/or district/school initiative
  o The Differentiated Supervision Mode being requested
  o Research review used in the formation of the Action Plan
  o Bibliography of the research
  o Timeline for the Action Plan
  o Resources needed
  o Data (Collection instruments, Systematic Collection of Data, Analysis of Data, findings and recommendations)
  o Signatures and dates
• Approval meeting
  o Name of professional employee
  o Date of the approval meeting
  o Review of revisions requested after the Action Plan Submission
  o Discussion of notes of the meeting
  o Signatures of professional and administrator and date
• Mid-Year Review
  o Name of the professional employee
  o Date of review meeting
  o Evidence of progress towards meeting the goal
  o Discussion of any problems/concerns encountered
  o Necessary assistance to complete the Action Plan successfully
• Signatures and date

- End-of-the-Year Reflection
  - Name of the professional employee
  - Date of the End-of-the-Year meeting
  - Evidence of the completion of the Action Plan including planning, data collection and analysis and findings/recommendations
  - Description of how the Action Plan may have impacted student achievement
  - Sharing of the finding and recommendations with a Professional Learning Community (faculty meeting, in-service gathering, PTA/PTO)

• Signatures and date

- Will not have a formal observation, but informal observations may occur at any time
- Will also be rated on Domain 4 of the Danielson model: Professional Responsibility
- May be placed in Formal Observation or Intensive Supervision at the principal’s discretion at any time