

Policies of the Board of Education

Section E Personnel

SUPERVISION OF PROFESSIONAL STAFF

500.20

Classroom visits are for several purposes: to keep the administration informed about what is going on in the school program, to observe pupil conduct and pupil progress, to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, and to evaluate teaching effectiveness.

Classroom visits may last the full period or be of shorter duration. In the former case it will be followed by a conference. The shorter visit does not require a conference since its purpose is to catch a quick glimpse of a program or to observe a particular pupil or group in a classroom situation.

The teacher conference, whether following a class visit or not, should serve primarily as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques and, within a broader perspective, should lay the foundation for curriculum planning.

Should any deviation from expected work performance develop, the principal shall be responsible for discussing it with the teacher at the earliest possible time. These discussions shall be constructive in approach, and designed to help correct weaknesses. The administrator shall be responsible for a follow up visit to the classroom to check on the progress of work performance.

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Adopted by the School Board December 7, 1992