

## **Supervision of Professional Staff**

**GCM-R**

The following regulations and procedures shall be utilized in the supervision program.

1. The supervisory program of each administrator will be discussed with staff members prior to any supervisory visits.
2. All teachers will be given supervisory help when requested.
3. Automatic supervision will be given to beginning teachers, teachers with disciplinary or other problems and teachers in need of instructional help.
4. The supervisor will confer with the teacher being supervised and inform the teacher, in writing, of strengths, weaknesses and areas of deficiency.
5. Both the supervisor and teacher will sign the supervisory report, indicating that the supervisory visit has been made and discussed.
6. Any teacher who may feel that the supervisor's criticisms are unfair or unjust may request supervision from the central office.
7. Follow-up supervisory visits will make note of progress and cooperation in correcting any deficiencies noted in the original supervisory report.
8. Supervision should be directed toward assisting the teacher and should not be used as a disciplinary measure.
9. Supervision reports may be used as evidence to substantiate or refute charges involved in the retention or dismissal of staff members.