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Administrative Procedures Manual  
AP 8180  
Supervision and Evaluation -

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report. The Superintendent/CEO will discuss the report with the teacher/clinician within 7 teaching days of receiving the appeal.

- c) A teacher/clinician may withdraw an appeal at any time.

## B. Under Review Process

When, based on a formal evaluation, a supervisor has reason to believe that a teacher's/clinician's performance is below an acceptable level, the supervisor may, after consultation with the Superintendent/CEO, initiate the Under Review Process. All written communication pertaining to this process will be given to the teacher/clinician with a copy to the Superintendent/CEO for placement in their personnel file. The teacher/clinician will be informed at the outset of his/her right to have Manitoba Teachers' Society (MTS) involved in this process.

### 1. Goals

- a) To identify and document unsatisfactory performance.
- b) To assist teachers/clinicians to correct and improve unsatisfactory teaching performance.
- c) To provide a mechanism by which a recommendation for dismissal may be made.

### 2. Responsibility

The primary responsibility rests with the supervisor. Throughout the process, the Superintendent/CEO must be consulted and kept informed.

### 3. Process

- a) The supervisor will write a letter of concern which includes:
  - i. Identification of specific areas of unsatisfactory performance.
  - ii. Specific description of the improvement(s) expected.
  - iii. Identification of resources and supports available to the teacher/clinician to assist in improving performance.
  - iv. Identification of a reasonable time period for the teacher/clinician to show sufficient improvement (normally 30 teaching days).
  - v. A statement of possible consequences (which may include termination) for failure to improve.
- b) A meeting will be arranged with the supervisor, the Superintendent/CEO, the teacher/clinician and his/her MTS representative. The teacher/clinician will be informed of the decision.



## Part II Development and Growth

### A. Professional Portfolios

#### 1. Goals

- a) To promote reflective practice.
- b)

- f) Supervision of Teacher Candidates
- g) Presentation of Professional Development Sessions
- h)

## **Appendix A**

### Definitions Related To Development And Growth Model For Supervision

Professional Portfolios