



SYRACUSE CITY SCHOOL DISTRICT


Office of the Superintendent

Daniel G. Lowengard



MEMORANDUM

TO: Administrative Staff

FROM: Daniel G. Lowengard, Superintendent of Schools 

DATE: January 11, 2008

RE: **Tenured Teacher Intervention Program (TTIP)**

Attached is the Memorandum of Understanding between SAAS, STA and the District for the Tenured Teacher Intervention Program (TTIP) Pilot. Also included is the referral form. As outlined in the MOU, both teacher and principal must jointly agree to participate in TTIP. Acceptance to the program will be determined by the PAR Panel and may be limited by the availability of PAR consultant teachers.

Principals retain the sole responsibility for evaluating teachers in the program. The PAR consultant's role is to provide comprehensive support and guidance to the tenured teacher.

Currently there are 12 openings for tenured teachers needing support. I strongly encourage principals to utilize this resource for tenured teachers who are experiencing difficulty meeting district performance indicators. Principals should discuss this resource with eligible teachers and submit a referral for those who express a desire to participate.

Referral forms should be submitted to Jaime Alicea, Deputy Superintendent for Operations & Business, by Thursday, January 17, if possible.

If you would like further information about the program or the referral process, contact Jaime Alicea or PAR Panel SAAS representatives Linda Mulvey and Brian Nolan.

DGL/law

Attachments

Memorandum of Understanding STA, SAAS, SCSD

Tenured Teacher Intervention Program

Over the course of a tenured teacher's career there may be times when s/he experiences temporary difficulties meeting the performance indicators (see *Model for Practitioner Evaluation*) as evidenced in administrator written evaluations.

When this occurs, the principal will meet with the teacher to discuss the areas of concern. Or in some circumstances the administrator may inform the tenured teacher that s/he is to be placed on an Assistance Plan. In both instances, the conversation and/or the plan developed will document the areas of concern.


The STA, SCSD and SAAS desire to provide comprehensive support when tenured teachers are experiencing temporary difficulties to be placed on such an Assistance Plan.

During the 2007-08 school year, the parties will pilot a *Tenured Teacher Intervention Program (TTIP)* to provide support for tenured teachers in the following manner:

1. The teacher and the administrator must agree to work jointly with a PAR consultant teacher. This will include:
 - a. the teacher's consent to share performance evaluations
 - b. confidentiality
2. The written request to participate should be made using the TTIP. This should be sent to the PAR Panel co-facilitators– the president of the STA and the Deputy Superintendent for Operations and Business.
3. The PAR panel will determine acceptance of each tenured teacher to TTIP. The panel will also make consultant teacher assignments. Assignments will be subject, in part, to the caseload availability of the PAR consultants.
4. The parties will meet to develop the course of support by setting priorities, the areas of focus and relevant timelines.
5. The building administrator will continue to evaluate the tenured teacher.
6. The PAR consultant will provide comprehensive support and guidance to the tenured teacher and be the primary monitor of the plan.
7. PAR consultant support will include simultaneous observations with the building administrator, post-observation conferences with the teacher and the administrator, conferences with the teacher and assistance with identification of and access to needed resources. Communication among the parties must be ongoing, frank and focused.

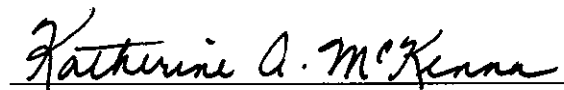
8. The PAR panel will schedule meetings to monitor the progress of those in TTIP. The PAR consultant will make a report to the PAR panel when the plan is complete.

For the SCSD:



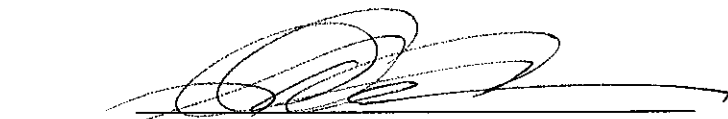
Daniel G. Lowengard, Superintendent

For the STA:



Katherine A. McKenna, President

For SAAS:



James Cannon, President

Peer Assistance & Review (PAR) PILOT 2007-08

Tenured Teacher Intervention Program

General Information

Teacher Name: _____ Signature: _____

Administrator Name: _____ Signature: _____

School: _____ Years of Experience: _____

Referral Date: _____ Current Assignment: _____ Areas/Levels of Experience: _____

How and when was the decision to refer to the PAR Program made?

Reason for Referral (Primary Concern):

_____ Planning & Designing Instruction

___ Student Development

___ Content Knowledge

___ Preparation

_____ Instruction

___ Instructional Delivery

___ Classroom Management

___ Student Assessment

_____ Professional Responsibilities

___ Collaboration

___ Professional Qualities

___ Reflective & Responsive Practice

Please describe the specific concerns prompting this referral.

List any factors that may negatively impact the teacher's performance.

How do this teacher's skills compare to those outlined in the Performance Indicators for a Teacher?

What are the teacher's strengths, talents or specific interests?

1. _____

2. _____

3. _____

Peer Assistance & Review (PAR) PILOT 2007-08

Communication about this issue prior to referral:

_____ Conference _____ Exchange Conference _____ Written Memo _____ Evaluation

Other Support/Resources Assessed:

___ Reading Specialist ___ IST ___ Psychologist ___ AIS ___ Other

Interventions

1. Begin date _____ End date _____ Person(s) responsible _____

What have you tried to do to resolve this problem?

How did it work? _____

2. Begin date _____ End date _____ Person(s) responsible _____

What have you tried to do to resolve this problem?

How did it work? _____

3. Begin date _____ End date _____ Person(s) responsible _____

What have you tried to do to resolve this problem?

How did it work? _____

Please provide additional pertinent information and return with referral.

Note: By signing this form (on front) I agree that I will participate & work with the PAR Consultant on identified concerns. In addition, I am aware that my participation in this program is voluntary and that my evaluations will be shared with PAR Consultant and the PAR Panel.