



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2200.3 STANDARDS FOR SUPERVISION-SYSC SCHOOL

Policy Directive: **20-46**

Effective Date: **December 2020**

Implements Policy: **2200**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the supervision and evaluation of staff within the SYSC Educational Department.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The SYSC School Principal will provide all staff within the Education Department with supervision at least monthly. This will include a combination of:
 - A. Direct one-on-one individual supervision;
 - B. Frequent direct observation of staff in the classroom setting; and
 - C. Regularly scheduled staff meetings.
- II. Staff are responsible for participating in supervision and for bringing any issues or problems regarding their ability to perform their job duties or issues within the department to the attention of the School Principal.
- III. The SYSC School Principal will maintain a supervision file for all staff within the education department to document regularly scheduled supervision.
 - A. This file is considered a personnel file and must be secured within the Principal's office at all times.
 - B. Upon submitting an employee's completed evaluation, all notes pertaining to that employee compiled over the last year shall be properly destroyed in compliance with procedures for other confidential information.
- IV. The SYSC School Principal will oversee each employee's Individual Professional Development Plan (IPDP) to ensure staff are on-track to maintain certification.
 - A. The SYSC School Principal and employee will work collaboratively to update the employee's IPDP every 3 years (or sooner as appropriate) in accordance with the SYSC Education Department's Master Professional Development Plan.

- V. The SYSC School Principal will oversee each employee's progress in earning 30 ongoing training hours, as arranged by the training staff to maintain compliance with DCYF requirements.
- VI. The SYSC School Principal will evaluate each employee yearly, at the time of the anniversary of their hire date, and in accordance with DHHS policy and the Master Plan. Yearly evaluations will:
 - A. Be completed on a DHHS approved evaluation form;
 - B. Evaluate the employee's performance in relation to the employee's supplemental job description (SJD);
 - C. Review the employee's 3-Year Individual Professional Development Plan and acquired training hours for that year;
 - D. Identify with the employee professional development goals for the coming year that include:
 - 1. Improving student learning;
 - 2. Understanding assessment strategies; and
 - 3. The design and implementation of curriculum;
 - E. Be discussed with the employee; and
 - F. Be submitted to Human Resources within the required time-frame.
- VII. All educational staff are expected to understand the policies and procedures related to their job duties in accordance with policy 2780 Official Documents of the Division.
- VIII. The SYSC School Principal will assist staff in understanding relevant policies and procedures by:
 - A. Providing new staff the opportunity to review all relevant policies in a timely manner;
 - B. Discussing relevant policies during supervision as appropriate; and
 - C. Discussing new and revised policies and procedures with staff during regular staff meetings.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date