



Intensive Assistance Plan (IAP) Guidelines 2013-2014 School Year

In accordance with the new regulations set forth in *Bulletin 130: Regulations for the Assessment and Evaluation of School Personnel*, Jefferson Parish Public Schools has revised the Intensive Assistance Plan (IAP) guidelines for the 2013-2014 school year.

Specifically, any employee who received an Ineffective rating in Compass in 2012-13 is required to be placed on IAP for the 2013-14 school year by September 20, 2013. The information below outlines the specific criteria and procedures that must be met and followed for employees who are placed on IAPs for the current school year.

Lastly, it should be emphasized that the purpose of the Intensive Assistance Plan process is to support employees and to improve overall performance.

CRITERIA: All Intensive Assistance Plans (IAPs) must meet the following criteria:

Pre-IAP Requirements:

- Evaluators must notify their NED prior to placing any employee on an IAP.
- For instructional employees, evaluators must notify IAPs@jppss.k12.la.us within three (3) business days or days of placing an employee on an IAP. For support employees, notify Marianne.trahant@jppss.k12.la.us within three (3) days.
- An in-person *Special Conference* must be held and documented (on the Special Conference Form) at the start of the IAP process. During the *Special Conference*, the evaluator should note the following on the Special Conference Form:
 - The *Description of Event* should outline the concern which precipitated the conference.
 - The *Comments and/or Resolutions* section should document that an Intensive Assistance Plan is the recommendation.

IAP Language Specifications & Documentation:

Requirements & Overview:

- The IAP is a **collaborative effort** between the employee and the supervisor. The supervisor will discuss the actions to remediate the circumstances that resulted in the IAP (Level I or Level II).
- All IAPs must be documented using the Intensive Assistance Plan form with signatures. Signed forms should be submitted to IAPs@jppss.k12.la.us (instructional employees) or Marianne.trahant@jppss.k12.la.us (support employees)
- The IAP should have a **minimum of three (3) Objectives** that can be accomplished. These objectives should be concrete and clearly measurable.
- Act 54 specifies that intensive assistance is “designed to address the complexity of the teacher’s deficiencies.” Given this, the **Resource Activities** must be individualized to meet the targeted growth areas of the employee.
- An IAP should include a minimum of **three (3) Support & Resource Activities**.
- All Support & Resource Activities should be concrete, measurable, and aligned to the objectives of the plan. In addition, they should be “employee-led” as much as possible.
- There are three potential outcomes of an IAP, which should be shared with the employee at the time of the plan’s creation so that all parties are clear with regard to how a plan can conclude:
 1. **Release from the IAP:** Documentation must be included that delineates the specific evidence and steps taken to improve employee performance and the employee’s improvements.
 2. **Start of a new IAP:** Documentation must be included that delineates the employee’s progress toward the objectives in the current plan and any additional areas where the employee may need assistance. If this is the case, the evaluator should conclude the IAP and begin a new IAP focused on a different set of objectives.
 3. **Employment Recommendation:** Documentation must be included that delineates the specific steps taken to improve employee performance and the employee’s inability to improve. The final recommendation, up to or including termination, should be shared with the employee.



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Duration of a plan:

- All IAPs must be implemented for a minimum of 8 weeks total, 4 weeks for each level.
 - *Extreme circumstances:* If documented evidence indicates that a teacher is not making significant improvement in the areas outlined in the Objectives, you may reach out to Sara-Kate Roberts or Marianne Trahant for support.
- Evaluators must clearly document the steps the employee is taking to meet the Objectives throughout the time the plan is in place.
- Documentation should cite specific evidence observed of employee meeting/not meeting the Objectives outlined in the plan.

Conclusion of a plan:

- An in-person Special Conference must be held and documented (on the Special Conference Form) at the conclusion of the plan.
- The *Follow-up Conference* (on the IAP form) should also be completed.
- Ultimate recommendation (one of the three options below) should be sent to IAPs@jppss.k12.la.us (instructional employees) or marianne.trahant@jppss.k12.la.us (support employees):
 1. **Release from the IAP:** Documentation must be included that delineates the specific evidence and steps taken to improve employee performance and the employee's improvements.
 2. **Start of a new IAP:** Documentation must be included that the employee has met the objectives in the current plan; yet may need assistance in additional areas. If this is the case, the evaluator should conclude the IAP and begin a new IAP focused on a different set of objectives.
 3. **Employment Recommendation:** Documentation must be included that delineates the specific steps taken to improve employee performance and the employee's inability to improve. The final recommendation, up to or including termination, should be shared with the employee.

Timelines

Placement on a plan:

- An employee can be placed on an IAP at any time if there are specific concerns about performance.
- For employees who are placed on IAPs as a result of Ineffective Compass scores, this must be in place and submitted by **September 20, 2013**.
- An in-person Special Conference must be held and documented (on Special Conference Form) at the origination of the plan.

Duration of a plan:

- 4 weeks for Level I
 - Note: If an employee meets the criteria outlined in the plan at Level I, it is *not necessary* to implement Level II.
- 4 weeks for Level II

Communication:

- Your Network Executive Director (NED) should be the first point of contact if you want to place an employee on an IAP.
- Your NED, Sara-Kate Roberts (for instructional employees), and Marianne Trahant (for support employees) are available resources during the IAP process.
- All questions about the IAP process should be directed to [Sara-Kate](#) (for instructional employees) and [Marianne](#) (for support employees).