



**5.50.042-AD Intensive Assistance Program**

- (1) This program shall be jointly sponsored by the Portland Association of Teachers and the Portland school district.
- (2) The purpose of this program is to provide direct intensive assistance in the classroom to a teacher on a plan of assistance.
- (3) Distribution of these guidelines shall be made to each teacher throughout the district.
- (4) The option of using such help, including this intensive assistance, rests with the teacher. Using the program, or not using the program, shall not of itself affect the teacher's evaluation in any way. A principal, at the time a plan of assistance is given to the teacher, will present a copy of these guidelines and may recommend a teacher assistance plan, but no teacher shall be required to use this program.
- (5) If a teacher is interested in requesting the program, he/she will fill out a request form and forward it to the Staff Development Center, with a copy to the principal and the PAT. A conference will be held with the principal, the teacher, and at the teacher's request, a PAT representative, to discuss the general outline and intent of the Intensive Assistance Program.
- (6) The Staff Development Center will contact a teacher who has volunteered to work in the Intensive Assistance Program and arrange for his/her assistance in this case. The assisting teacher shall be from a school similar to the school of the requesting teacher.
  - (a) The assisting teacher will be sent a letter including:
    - (A) The name and school of the teacher requesting help.
    - (B) The starting date of the assignment.
    - (C) Copies of the plan of assistance and related evaluations.
  - (b) Copies will be sent to the teacher requesting help, the principal of such teacher, and the principal of the assisting teacher.
- (7) The principal, the requesting teacher, and the assistant teacher will then meet:
  - (a) To review the teacher's plan of assistance, as well as evaluations the principal has given the teacher. The review will include specific areas of concern identified in the evaluation.

- (b) Decide when and for how long the Intensive Assistance Program will take place. The program may be continuous or intermittent for the equivalent of ten (10) school days.
- (8) Substitute and travel costs will be paid by the district.
- (9) Prior to participation as an assisting teacher, prospective teachers will be screened by a committee of two (2) Association and 2 district representatives. Each teacher chosen to act as an assisting teacher will attend a 2-day training session. The agenda will be developed by the district in consultation with the Portland Association of Teachers.
- (10) Released time will be paid by the district for activities listed in paragraph 9 above.
- (11) An intensive assistance will focus on improving deficiencies noted in the evaluations and plan of assistance of the teacher requesting help.
- (12) At the conclusion of the time allotted, the requesting teacher and the assisting teacher will meet to review the experience.
- (13) Testimony, written or verbal by the assisting teacher related to this program shall not be used in any way by either the district or the association in any subsequent actions taken by the district against the teacher in non-renewal, dismissal, or grievances are relating to the plan of assistance.

Policy Implemented:

History: Adpt. 7/80; Amd. 6/81; Amd. 10/83

<b>For official use only</b>	
<b>Approved:</b>	
_____	_____
Superintendent	Date