



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Instructor Supervision

Effective Date: January 1, 2019

TITLE: Instructor Supervision and Review

RATIONALE: Regular classroom observations are conducted to ensure the quality of instructional delivery.

POLICY:

The Education Director is solely responsible for the supervision of all instructional faculty and staff.

PROCEDURE:

The Education Director will perform (at a minimum) one annual impromptu classroom observation of each instructional faculty to ensure the quality of educational practice and the consistent implementation of policies and procedures.

These evaluations should occur in the spring unless new faculty are brought into the department and require evaluation.

The Department Chairs for Continuing Education will conduct additional evaluations on each faculty member within their department in the fall semester annually.

The Education Director is charged with performing a follow up meeting with each faculty member evaluated. Additionally, the Education Director will schedule a meeting with each Department Chair to review his/her evaluations each fall.

If several or severe concerns arise from the meeting with the Department Chair, then the faculty in question will be asked to meet with the Education Director and Department Chair as necessary to resolve the key issues identified directly. Follow up evaluations may be performed by the Education Director or Department Chair as needed. Minor issues will be re-evaluated in the future to see if corrections have been made.

RESPONSIBLE PERSONNEL:

Education Director and Department Chairs