



AP 5-225

BACKGROUND

PROCESS FOR SCHOOL ADMINISTRATORS GATHERING INFORMATION FOR RESOURCE TEACHER EVALUATION

School Administrators:

1. Attend Individual Educational Plan (IEP), team, parent, referral, and class review meetings.
2. Observe: assessments, small group work, paraeducator training, collaboration with English as an Additional Language (EAL) paraeducators, etc., in class modelling, and collaboration.
3. Have resource teachers inform them when the above are scheduled.
4. Discuss with Resource Teacher their activity over a period of time (eg. two-week block).
5. Have Resource Teacher note their activity for a period of time, share with admin.
6. Meet with both Resource Teacher and Classroom Teacher together to discuss any concerns.
7. Use the descriptors to guide ongoing observation.
8. Read copies of reports, IEPs, emails, memos, funding applications, schedules, etc.

Old Policy Reference: GCN-R3
Adopted: May 2004