



Intensive Assistance Plan (IAP) Guidelines 2014-2015 School Year

Revised
February 2015

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 2014-2015 school year. Specifically, any employee who received an Ineffective rating in Compass in the 2013-14 school year is required to be placed on IAP for the 2014-15 school year by **September 19, 2014**.

The information below outlines the specific criteria and procedures that must be met and followed for employees who are placed on IAPs. The purpose of the Intensive Assistance Plan process is to support employees and to improve overall performance.

All Intensive Assistance Plans (IAPs) must meet the following criteria detailed below.

Pre-IAP Requirements:

- Evaluators must notify their NED prior to placing any employee on an IAP.
- An in-person Special Conference must be held and documented (on the *Conference Form*) at the start of the IAP process. During the Special Conference, the supervisor must note the following on the *Conference Form*:
 - The “*Description of event or performance issue*” section must outline the concern which precipitated the conference.
 - The “*Supervisor Comments*” section must document that an Intensive Assistance Plan is the recommendation.
 - Both the employee and the supervisor must sign and date the form in ink.

IAP Language Specifications & Documentation:

Requirements & Overview:

- The IAP should be developed by the supervisor in collaboration with the employee and should address the specific components of the employee’s performance that would lead to overall improvement.
- All IAPs must be documented using the *Intensive Assistance Plan Form*. The form should be signed and dated in ink by the employee and the supervisor. Final, signed forms must be submitted to IAPs@jppss.k12.la.us (instructional) or carolyn.vannorman@jppss.k12.la.us (support) **within three (3) business days** of placing the employee on the IAP. Forms should include:
 - The IAP must have a minimum of three (3) **Objectives** that can be accomplished. These objectives must be concrete and clearly measurable, and when possible, linked to student outcomes.
 - For each objective, there must be corresponding **Assistance/Support/Resources**, which will help the employee to meet the objective. The employee is responsible for completing these assigned activities, with the supervisor’s support. If the supervisor has confirmed availability, other staff members may also be utilized to provide support.
 - The IAP should have a pre-determined start and end date (see Duration of Plan below), along with expected completion dates for the objectives and corresponding activities.
- There are three potential outcomes of an IAP, which must 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:
 - **Release from the IAP:** This outcome occurs when the employee has met the agreed-upon objectives and has demonstrated documented improvement in performance.
 - **Start of a Level II IAP:** This outcome occurs when an employee has not made sufficient progress toward the agreed-upon objectives or still needs support in improving overall performance. Depending upon need, a new set of objectives may be developed, or the employee may receive additional support in the original objectives.
 - **Employment Recommendation:** This outcome, up to or including termination, occurs when the employee has not met the agreed-upon objectives or shown sufficient progress toward them, even with supervisor support. A recommendation for termination can only occur after a Level II IAP.



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Duration of Plan:

- An IAP consists of two levels – Level I and Level II. **A minimum of four (4) weeks is required for each level.** If an employee successfully meets the agreed-upon objectives in Level I, he/she is not required to move to a Level II.
- The duration of the plan should be determined by the plan’s objectives - the employee must have sufficient time to make the needed improvements and meet the agreed-upon objectives.
- Throughout the plan, the supervisor should carefully and clearly document the steps the employee is taking to complete agreed-upon activities and meet the outcomes. Specific evidence should be cited (this may be on the *IAP Follow-Up Form*).

Conclusion of a plan:

- An in-person Special Conference must be held **within ten (10) business days** of the specified IAP end date. During this time, the supervisor should discuss the employee’s progress toward the objectives, overall improvement, and concluding recommendation.
- At the conclusion of the conference, the *Conference Form* and the *IAP Follow-Up Form* should be completed and signed in ink by the supervisor and the employee. On the day the conference is held, final forms and accompanying documentation should be sent to IAPs@jppss.k12.la.us (instructional employees) or carolyn.vannorman@jppss.k12.la.us (support employees).
- The final recommendation must be one of the following:
 - **Release from the IAP:** Documentation must be included that delineates the steps taken to improve employee performance, as well as how the employee demonstrated improvement.
 - **Start of a Level II IAP:** Documentation must be included that the employee’s progress toward the agreed-upon objectives and the need for additional supports to improve overall performance. If not submitted concurrently, the Level II IAP must be drafted and submitted within three (3) business days.
 - **Employment Recommendation:** Documentation must be included that delineates the specific steps taken to improve employee performance and the employee’s inability to improve, even with supervisor support.

Additional information:

Placement on a plan:

- For employees with Ineffective Compass scores in 2013-14, an IAP must be in place and submitted by **September 19, 2014**
- An employee can be placed on an IAP at any time if there are specific concerns about performance, though your Network Executive Director (NED) must be notified in advance of this decision.

Communication:

- Your Network Executive Director (NED) must be the first point of contact if you want to place an employee on an IAP.
- Your NED, Katie Coburn (for instructional employees), and Carolyn VanNorman (for support employees) are available resources during the IAP process. You may also direct instructional IAP questions to IAPs@jppss.k12.la.us

Summary of Forms to Complete and Submit:

Beginning of IAP		Conclusion of IAP	
Forms	Due Date	Forms	Due Date
<ul style="list-style-type: none"> • Conference Form, signed and dated by employee and supervisor • IAP Form, signed and dated by employee and supervisor 	<ul style="list-style-type: none"> • Compass-required IAP forms must be submitted by 9/19 • All others should be within three (3) days of the IAP start date. 	<ul style="list-style-type: none"> • Conference Form, signed and dated by employee and supervisor • IAP Follow-Up Conference Form, signed and dated by employee and supervisor 	<ul style="list-style-type: none"> • Within ten (10) business days of the IAP conclusion date.