

**xxx COUNTY  
PUBLIC SCHOOLS**

Date: September 11, 2009  
To: Betty  
From: Dylan, Intervention Team Administrator  
Subject: Intervention Team

The purpose of this memorandum is to review our September 11, 2009, conference regarding the intervention work plan development. A copy of the plan is attached to this memorandum. Intervention team members were also present at the conference. We discussed the following topics:

The intervention team will assist you in meeting the standards of performance, especially those in which improvement is needed:

**Standard 1: Planning and Assessment**

- The teacher plans instruction to meet individual, group, and program needs.
- The teacher selects appropriate resources to meet individual, group, and program needs.
- The teacher identifies and communicates specific student performance expectations.

**Standard 2: Instruction**

- The teacher is able to differentiate instruction to meet students' diverse needs.
- The teacher selects, evaluates, and refines a variety of teaching methods and strategies for active student participation and improvement of student learning.

**Standard 3: Learning Environment**

- The teacher manages student behavior.
- The teacher maintains the momentum of instruction.

**Standard 5: Professionalism**

- The teacher works in a collegial and collaborative manner with peers, school personnel, and the community to support and promote student learning and program evaluation.

The team consists of you; xxx, Assessment Specialist; xxx, Curriculum Designee; and me.

The team developed an intervention work plan to be implemented during the first part of the school year. This plan may be adjusted to accommodate your changing needs and instructional assignment. Intervention should be completed by December 21, 2009. At the midpoint conference on October 29, 2009, the team will review and/or adjust the intervention work plan.

Your participation in the intervention process can provide a significant opportunity for professional growth. You are encouraged to continue toward your goal to become a teacher who meets expectations.

Attachment: Work Plan

cc: Local Site Personnel File

---

## Intervention Work Plan

Name:	Date:	September 11, 2009
School:	Grade or Subject:	MR

---

**Purpose:** This work plan identifies strategies that the teacher and other team members agree will assist the teacher in areas needing improvement. Adjustments to the plan may be made by mutual agreement.

### Standard 1: Planning and Assessment

- Mrs. xx will collaborate with the Curriculum Designee to ensure that her lesson plans are aligned to the Virginia Aligned Standards of Learning and facilitate the achievement of IEP goals.
- Mrs. xxx will review IEPs with the Curriculum Designee and discuss appropriate assessments to monitor progress toward goals.
- The Curriculum Designee and Mrs. xxx will discuss different ways to communicate expectations through visual and auditory modalities using technology such as the SmartBoard and Board Maker.

### Standard 2: Instruction

- Mrs. xxx will contact Ellen Augusta to gather and learn how to use new curriculum materials that are available for her students.
- The Curriculum Designee will work with Mrs. xxx to integrate technology into lessons.

### Standard 3: Learning Environment

- The Curriculum Designee or Assessment Specialist will arrange for Mrs. xxx to observe another teacher's classroom management routines.

### Standard 5: Professionalism

- Mrs. xxxx will share new learning about integrating technology into lessons with colleagues.
- The Curriculum Designee will collaborate with Mrs. xxx to get a system in place to manage the ongoing collection of evidence for VAAP binders for her students.

**Summary:** Each aspect of the intervention work plan is designed to assist Mrs. xxx in meeting the standards and any guideline identified as "does not meet" expectations. Through participating in work plan activities, Mrs. xxx should gain an understanding of needed skills and be able to demonstrate these skills successfully in her work assignment. Mrs. xxx's participation in the formal evaluation process will continue concurrent with the intervention. Final evaluation status depends on the ability to meet the standards of performance, guidelines, and expectations.

cc: Local Site Personnel File