

Supervision Policy

I. Introduction. We believe that all members of our team add value to the education process. Part of this belief is the idea that we keep supervision to a minimum as our employees are well trained. However, it also means that we must give each team member the benefit of our experiences and this policy outlines how we will engage in supervision.

II. Purpose. The purpose of this policy letter is to formalize the requirements of supervision within the IECT workplace.

III. Definitions. Supervision. The process of being in charge of a unit/department or function within this organization.

IV. Policy Statement. All supervisors will ensure that each employee is performing their jobs/tasks within the guidelines of any existing organizational policy and within the guidelines of local, state, federal and accreditation policies where no formal local policy exists. They will also ensure that employees under their supervision receive and maintain the necessary training and skills to perform their jobs/tasks at a level required by any of the above entities.

IV. Process. Supervisors will exercise oversight of employees under their direction and provide feedback exchange on a bi-monthly basis as a minimum up to and including an annual performance review. Feedback exchange will include goals, task accomplishment, operations status, and professional development. The results of the bi-monthly feedback exchange and annual performance reviews will be documented and filed.

V. Procedures.

- A. The supervisor will schedule a bi-monthly feedback exchange and annual performance review meeting via email, text, calendar or some other medium.
- B. The meeting will be held either on or off-site at the discretion of the supervisor.
- C. The performance review/feedback exchange will address goals (employee, supervisor and institutional), task accomplishments, operational status, and professional development
- D. Supervisors will document specific goals and along with the employee highlight professional development and self-improvement opportunities. These opportunities will be formalized, and a success plan will be developed and implemented.
- E. The supervisor and employee will review the success plans during their bi-monthly meetings to discuss, and document activities to accomplish each task, goal, etc.

VI. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President and Director of Education on its effective date.

INITIALS _____ SG _____ President
INITIALS _____ DW _____ Director of Education
INITIALS _____ CG _____ Owner

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