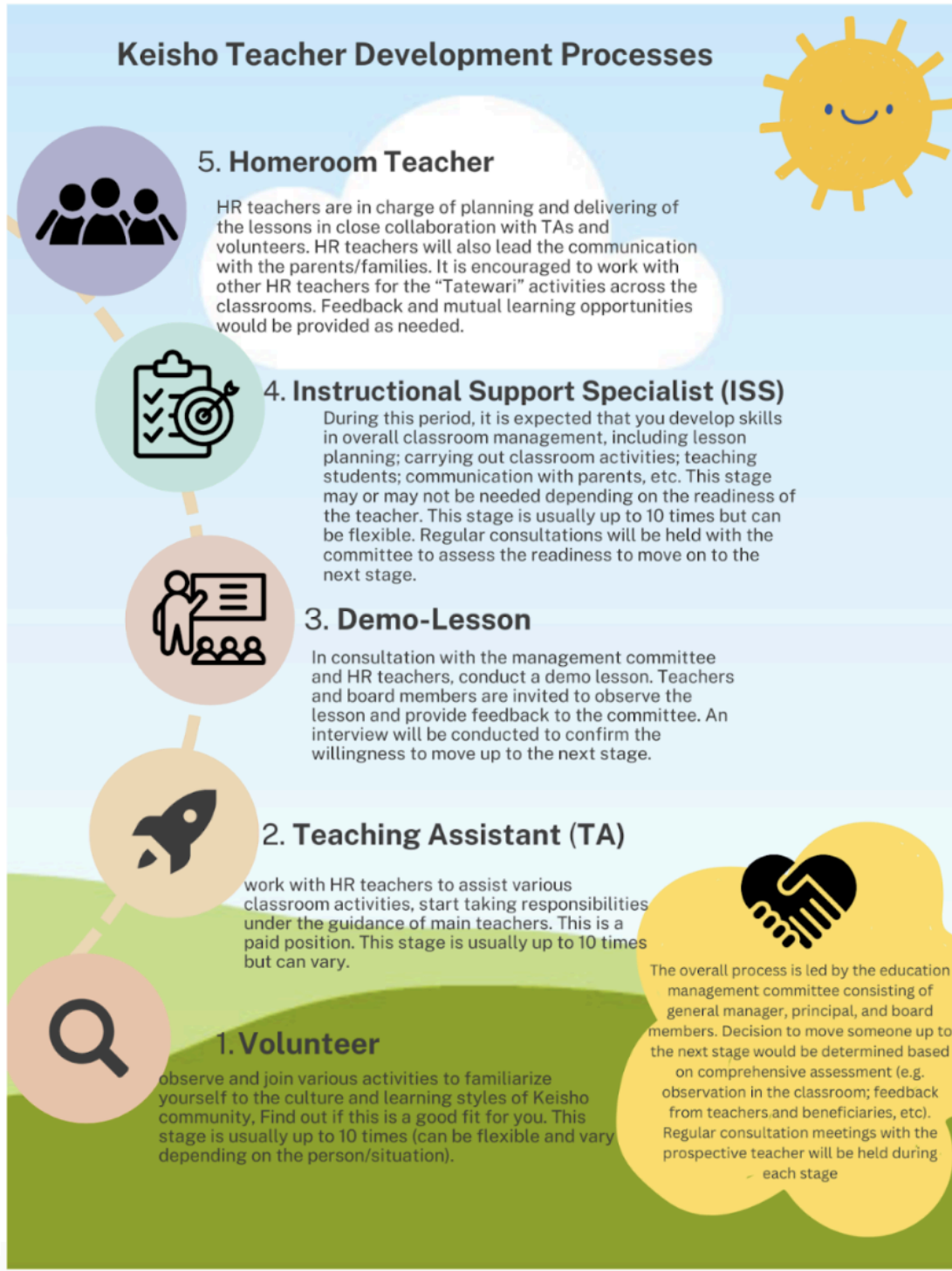




## TEACHER DEVELOPMENT PROCESS





**Washington Japanese Heritage Center (Keisho Center)**

ワシントン日本語継承センター

keisho.org / P.O. Box 142 Cabin John, MD 20818

## **HIRING AND SUPPORT**

### **Roles and Responsibilities of the Hiring and Support Committee**

The Teacher Hiring and Support Committee comprises a General Manager, the Principal, a Board member, and the Admissions Assistant.

### **Recruiting and Guiding New Candidates**

- Once someone applies for any position, screen to identify an adequate starting level based on the experience and qualifications (volunteer/TA/teacher).
- Guide newly joined members using the framework attached in the Annex
- Clarify the timeframe and requirements for each stage of the career (volunteer/TA/teacher)
- Create opportunities to communicate with the person to ensure they are on the right track and identify any needs for guidance and support
- With the Education Team, facilitate demo lessons & provide evaluation criteria for the observers
- Communicate with the Board and Education Team about the status of the applicant

### **Supporting Professional Development**

- Observe classes and provide feedback
- Share information about external learning opportunities (e.g., conferences, webinars)
- Provide relevant grants to encourage teachers to attend relevant conferences if needed
- Create opportunities to communicate with each teacher to grasp their needs
- Encourage mutual learning between teachers by providing time for classroom observation
- Share good practice by holding topic-specific study groups if needed



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### **Performance Evaluation**

- Observe classes and provide feedback on the quality of teaching/learning
- Conduct surveys to collect feedback from the families, and if the beneficiaries raise any concerns or suggestions, convey that to the teacher and support them to ensure improvement on the practice
- Interview with each teacher at the end of the school year to review and reflect on that year's experience
- Collaborate with the Board members if needed to come up with any solutions if needed

### **Managing salary and compensation packages**

- Review each teachers' years of experience and qualifications and assign him/her to a certain "step" on the Teacher Salary Scale
- After performance evaluation, move the teacher to the next "step" (annual step increase)
- Review the teacher salary scale/compensation structure if needed and discuss with the Board