

PEER SUPPORT SERVICE--TYPICAL STAGES OF INVOLVEMENT

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
<p>Request from Local and teacher to the BCTF PSS staff person</p> <p>PSS forms received at the BCTF</p> <p>BCTF PSS staff review case</p> <p>Contact appropriate Consultant (may contact several to check availability, etc.)</p> <p>Agreement to “take the case”.</p> <p>Contact with local officer</p> <p>Request and review CA language</p> <p>May contact Field Service staff *</p> <p><i>* (as appropriate)</i></p>	<p>Consultant contacts teacher client</p> <p>Clarification of what consultant can do</p> <p>Agreement to meet PSS consultant and teacher client to create a draft plan</p> <p>Meeting with consultant, teacher, local officer, etc. *</p> <p>Introduction to principal *</p> <p>Classroom visit, observations, feedback, discussion</p> <p><i>* (as appropriate)</i></p>	<p>Contact with school board Representative *</p> <p>Clarification of what consultant can do</p> <p>Agreement to meet</p> <p>Meeting with consultant, teacher, local, and school district *</p> <p>representative to establish priority goals in writing</p> <p>Discuss general issues</p> <p>Set manageable goals and timelines</p> <p>Summarize agreement with letter or possible plan of assistance *</p> <p><i>* (as appropriate)</i></p>	<p>Meet with the teacher again</p> <p>Develop process for achieving goals</p> <p>Establish focus for future classroom visits, things to work on, interim communication plans, etc.</p>	<p>Classroom observation(s)</p> <ul style="list-style-type: none"> - feedback - analysis <p>Adjust/amend focus</p> <p>Planning/problem solving</p> <p>Repeat as necessary/time allows</p>	<p>Joint final meeting</p> <ul style="list-style-type: none"> - teacher - peer consultant - local president - others * <p>Confirm goals set at stage 3 have been addressed</p> <p>Finalize plans for local follow-up support, as needed*</p> <p>Case closure forms are sent to BCTF</p> <p><i>* (as appropriate)</i></p>