**Supervision Standards for CISCT Employees
2023-2024**

**Supervision at Communities In Schools of Central Texas is largely based on the principles from the Developmental Relationships Framework (DRF). The same approach used to build relationships with students and families is embedded in our supervision standards for employee support, growth and development, accountability and success.**

**Express Care.** *A supervisor will:*

* Be dependable and someone team members can trust.
* Listen and pay attention to team members when they are together.
* Believe in team members and make them feel valued.
* Be warm and demonstrate they enjoy the time being together.
* Be encouraging and recognize team members for their efforts and achievements.

**Challenge Growth.** *A supervisor will:*

* Expect team members to live up to their potential.
* Push team members to stretch and go further.
* Hold team members accountable and insist they take responsibility for their actions.
* Help team members be reflective and learn from mistakes and setbacks.

**Provide Support.** *A supervisor will:*

* Guide team members through hard situations and systems.
* Empower team members to build their confidence.
* Advocate for team members when they need it.
* Set boundaries that keep team members on track.

**Share Power.** *A supervisor will:*

* Respect team members and treat them fairly.
* Be inclusive and involve team members in decisions that affect them.
* Be collaborative and work with team members to solve problems and reach goals.
* Create opportunities for team members to lead.

**Expand Possibilities.** *A supervisor will:*

* Inspire team members to see possibilities for their future.
* Expose team members to new ideas and experiences.
* Connect team members with others who can support their growth and development.

**Scheduling Supervision Meetings**

**During the first six months at CIS, all new employees will receive a minimum of:**

* weekly individual meetings with the option for one supervision session per month to be in a group format at the supervisor’s discretion
* one individual meeting per week, either in-person or virtual
* individual meetings that are scheduled in advance; not randomly or “as needed”
* individual meetings that occur in a confidential environment where distractions are minimized

For program staff, in addition, the supervisor will personally observe their team member(s) perform their work in as natural an environment as possible at least one time each year (or more for specific positions at the discretion of the supervisor). Feedback from supervisor’s observations is shared with staff member.

These minimum standards will also apply to any employee who is hired into a different position at CIS.

**After six months at CIS, all employees will receive a minimum of:**

* monthly individual meetings with the option for one supervision session per month to be in a group format at the supervisor’s discretion
* one individual meeting per month, either in-person or virtual
* one-on-one meetings that are scheduled in advance, not randomly or “as needed”
* one-on-one meetings that occur in a confidential environment where distractions are minimized

For program staff, in addition, the supervisor will personally observe their team member(s) perform their work in as natural an environment as possible at least one time each year (or more for specific positions at the discretion of the supervisor). Feedback from supervisor’s observations is shared with staff member.

**Expectations of Supervisors and Team Members**

**Expectation of Supervisors**

* Be familiar with the Developmental Relationships Framework and understand how to apply the principles in one-on-one supervision with your team members.
* Be familiar with CIS values and competencies and how you demonstrate and promote them in conversations with your team members during supervision meetings.
* Provide the minimum amount of supervision to the team member you supervise.
* Document all supervision sessions using the agency Supervision Template.
* Maintain all documentation of supervision sessions.
* Actively assess needs of your team members during one-on-one meetings and modify approach and meeting frequency as needed.
* Provide honest and constructive feedback to your team members on an ongoing basis.
* Develop and maintain individual professional development plan, individual goals, and required orientation documentation for all team members you supervise.
* Pursue and incorporate professional growth, development, and feedback into your own growth and development as a supervisor.

**Expectations of Supervisees**

* Be familiar with the Developmental Relationships Framework and understand how to apply the principles in one-on-one meetings with your supervisor.
* Be familiar with CIS values and competencies and how you demonstrate and promote them in conversations with your supervisor during supervision meetings.
* Ask your supervisor for what you need.
* Maintain a folder of notes and other documentation from supervision meetings and come prepared to all supervision meetings.
* Maintain copies of individual professional development plan, professional goals and checklists as well as any follow up notes or documentation.
* Complete the Supervisor Feedback Form and submit to HR within published timeframes.