

Tips for your dealing with your CAP

The purpose of a corrective action plan is help you, the teacher improve your performance. The CAP sets forth mutual obligations of the teacher and the administrator to achieve this goal. The administrator is required to give you the tools and resources to improve your performance. If that help is not forthcoming you must document it and put your administrator on notice of their deficiencies. Either your administrator will fix the problem, or ignore it; a fact which you may be able to use it in your defense at a tenure hearing.

- Any communication with your administrator regarding your CAP must be done by email. Email is date and time stamped and is proof that you communicated to your administrator regarding any problems with your CAP. *Always* print out a copy and/or send a blind copy of the email to yourself at your personal email address.
- Because the Association is only legally allowed to grieve procedural defects in a CAP and not the substance, *you must make every issue a procedural issue*. For example:
 - Your CAP states that you must work on aligning your lessons plans with the model curriculum (substance). In response, you email your administrator and ask for a copy of the curriculum (procedure). Once you revise your lessons plans, send them to your administrator and ask for feedback (procedure)
 - Your CAP requires that you read articles on differentiated instruction. (substance). Print or email you administrator *a lot* of articles (20, 50, 100?) and ask him to decide which articles you read. (procedure). Ask to have a follow up meeting to discuss your findings. (procedure).
- If the CAP requires you to meet with your administrator, observe another teacher, etc. it is your administrator's responsibility to schedule. If he misses a meeting, please email him and put him on notice that meeting did not occur.
- If you are required to observe or plan with another teacher it does not come at the expenses of your preparation/conference period. If that occurs, file a grievance.
- If your administrator does not follow the rules for implementing the CAP, i.e. having an additional observation, mid-year evaluation, etc., file a grievance.

DOCUMENT! DOCUMENT! DOCUMENT!