

## *Surviving the Unsatisfactory Evaluation Process*

1. **AVOID BEING CONFRONTATIONAL WITH YOUR ADMINISTRATORS BY EMAIL OR VERBALLY!** You **MUST** take the high road in all circumstances. If necessary, let the union fight your battle, but **NEVER** act in a disrespectful manner with any of your supervisors.
2. **LISTEN TO YOUR UNISERV!** Unless you have been rated as unsatisfactory and terminated several times over the years, the UniServ will have more knowledge on this matter than you.
3. 'When you are criticized for a particular teaching competency, ask the person giving the criticism to give specific suggestions on things you can do to improve your performance in the specific competency. It would be ideal to have the suggestions in writing, so you should consider having this conversation by email.
4. *Communicate* with your observers and evaluators. Ask for techniques, suggestions, meetings, etc, that they believe will help you. This shows your willingness to perform well.
5. Follow up *every* critical verbal conversation with administrators in writing. In most instances you should follow up with the person with whom you had the conversation. However, this may not be appropriate in every circumstance.
6. Rebut any observations and evaluations when you don't agree with the rating, comments, and/or factual description at or around the time you receive the document. Usually this rebuttal will be given to the supervisors. However, dependent upon the circumstances you may not want to do that. Speak with your UniServ about what would be appropriate for your situation.
7. Rebut any and all letters of reprimand and warning. You should also contact your UniServ if you receive one of these letters.
8. If you receive a plan of action (or plan of assistance), document exactly how and when you followed through with the recommendations detailed in it. Also document when and if your administrators did or did not provide you assistance with implementing the plan of action (remember to ask for follow up if they do not initially provide it). It is very important that you make every effort to follow through with the plan of action. Again consider using email to document this. Remember that in order for you to follow through with the plan of action you **MUST** understand it, so if *anything* in it is unclear, make sure you ask your administrator to clarify the unclear portions.
9. If there is an instructional specialist you can speak to about the concerns that were raised in an evaluation or observation, make every effort to speak with them and ask for suggestions.

10. If your supervisor asks you to do something that you believe is unreasonable, confirm with them in writing that you are performing the task because they have asked you to do so. Be certain not to make this email sound confrontational or accusatory. If it is something you feel really uncomfortable doing, contact your UniServ for advice.
11. Keep all of the confirmation correspondence suggested in this document in a secure file. This file should contain hard copies of all correspondence. You should print your emails at the time they are sent, not at a later date when they may not be available. Do not keep the only copy of this file at school as things have a tendency to "disappear" in schools.
12. Take at least one training/professional development program for at least one of the areas that was rated as unsatisfactory.
13. Ask a teacher mentor or department chair for advice on improving your performance.
14. If you are a new teacher, ask that you be appointed a mentor teacher. Also ask if you can have an opportunity to observe an exemplary teacher who teaches your same subject or grade.
15. If you have timeliness issues, show up 10 minutes early and send an email (doesn't have to be to your supervisor) when you get to your desk to verify that you were there on time. Print the email. There are *very few* valid reasons/excuses for being late.
16. If you are having classroom management issues, make sure you are very familiar with the student code of conduct and Board policies on disciplining students.
17. **MAKE SURE YOU TURN IN ALL DOCUMENTS (I.E. GRADES, IEP REPORTS, LESSON PLANS, ETC) ON TIME.** You should also document this by email.
18. Try not to make enemies of any parents or colleagues if possible. If persons other than your supervisor are able to say negative things about you, it tends to bolster an unsatisfactory evaluation.
19. Keep a diary describing your days during the school year, so that you can remember certain instances and/or dates if necessary.
20. If you have been accused of failing to keep an orderly room, post objectives, or create a classroom environment conducive to learning, make sure you take pictures of your classroom to prove that the administration's requirements have been met. Remember to date each photograph.