

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Action Plans for Certified Employees	772
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The Board of Public Education expects all certified employees to maintain high levels of performance. If employees are not meeting these standards, then the Superintendent and his administrative staff are expected to work to address any identified deficiencies.

A. ACTION PLANS REQUIRED

Unless he chooses to recommend dismissal, demotion or nonrenewal of a poorly-performing employee, the Superintendent shall require his administrative staff to develop and implement an “action plan” or plan for improvement of performance for each certified employee who receives a below standard or unsatisfactory rating on a performance evaluation.

B. ACTION PLAN DEFINED An “action plan” shall include the following components:

1. Identification of Deficiencies All performance deficiencies identified in the employee’s evaluation shall be identified and addressed on the action plan.
2. Performance Expectations For each problem identified, the plan must include a statement of the expected level of performance.
3. Strategies The plan shall set forth a strategy or strategies designed to correct each identified deficiency. Strategies should be specific and clearly stated. They should also identify all individuals responsible for implementing the plan.
4. Dates for Monitoring and Completion The plan must include dates upon which the employee’s progress under the plan will be reviewed and the date by which the performance is to be improved to the expected level. Action plans required by this policy shall be drafted to be completed within 90 instructional days or before the beginning of the next school year.

C. REEVALUATION REQUIRED

Upon completion of an action plan required under this section, the Superintendent or his designee shall reevaluate the employee and determine whether the employee’s performance has improved to at-standard levels in all areas. If not, it is expected that the Superintendent will move to dismiss, demote or transfer the employee to a position in which he can be successful. However, if the Superintendent determines that the employee’s continuing performance problems are not adversely impacting student learning or the school

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environment, or that the employee is making good progress toward improvement in deficient areas and is likely to improve to an acceptable level within a reasonable additional time, then he may choose not to recommend dismissal, demotion or transfer. If an employee is retained in his position after two poor evaluations, he shall be given an additional action plan and reevaluated in accordance with this policy.

D. SPECIAL PROVISIONS RELATING TO ACTION PLANS FOR CERTIFIED EMPLOYEES IN LOW PERFORMING SCHOOLS

1. Certified employees assigned to a low-performing school must be put on “action plans” as described in Sections A-C above.
2. However, if a certified employee in a low-performing school receives a below standard or unsatisfactory rating on any function of his evaluation that is related to the employee’s instructional duties, then the following additional provisions apply:
 - a. The person who directly supervises the employee, or the person or group who completed the evaluation, shall be responsible for drafting the required action plan for the employee. Assistance or assessment teams shall collaborate with the employee’s supervisor in developing an action plan.
 - b. Upon reevaluation after completion of the action plan, the employee shall be dismissed if he receives one unsatisfactory or more than one below standard rating on any function that is related to the employee’s instructional duties.

The Superintendent shall develop any other procedures necessary to carry out the Board’s directives.

ACTION PLANS

Any certified employee who receives a below standard or unsatisfactory rating on an evaluation shall be placed on an action plan to improve the employee’s performance, unless the employee is recommended for dismissal or demotion. An action plan also may be used whenever appropriate to address performance concerns.

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1. The action plan shall contain a statement of the employee's performance problem(s) and list specific expectations for improvement. The Supervisor may consider input from the certified employee in developing the plan.
2. The action plan shall provide for periodic review of the employee's performance in meeting the objectives of the plan.
3. If the employee's performance fails to meet expectations stated in the plan, the Superintendent and the employee's Supervisor shall decide whether to recommend that the employee be dismissed or demoted.
4. An employee's compliance with the action plan is mandatory.
5. An action plan constitutes a warning to the employee that the employee must improve his performance in order to continue working for the School System.
6. This policy does not limit the Superintendent's authority to recommend dismissal for any reason allowed by law.
7. Employees in low-performing schools: Certified employees in low-performing schools who are rated below standard or unsatisfactory on any function of the evaluation that relates to instructional duties shall be placed on an action plan that meets the following requirements:
 - a. The action plan shall be developed by the person who evaluated the employee, or by the employee's Supervisor. If, however, the evaluation was conducted by an assistance team or an assessment team, the team shall develop the plan in collaboration with the employee's Supervisor.
 - b. The action plan shall be designed to be completed within 90 instructional days or before the beginning of the next school year.
 - c. Upon completion of the action plan, the Superintendent or his designee, or an assessment team shall reevaluate the employee. If the employee receives one unsatisfactory or more than one below standard rating on any function that relates to the employee's instructional duties, the Superintendent shall recommend that the employee be dismissed or demoted.
8. The Superintendent is authorized to develop procedures to enforce this policy.