John S. Hooks

January 22, 2020

John’s Top Eleven Points for Non-Renewals or Terminations

1. Involve your central office by forming an evaluation committee, drawing from neutral evaluators.

2. Devise and assign an improvement plan, coordinating with the evaluation instruments, like MSTAR.

3. Observe. Observe. Observe. And remember, the Principal is likely to be the star witness.

4. Give the teacher meaningful opportunities to improve. For example, share feedback.

5. Document (date, describe, sign).

6. Criticism is a two-way street. So, run a tight ship and follow all policies (lesson plans, sign-in sheets, etc.).

7. Where possible, identify adult eyewitnesses who can testify about what they actually witnessed. You cannot use hearsay exclusively.

8. Do not assume certified employees who are not entitled to the protections of the EEPL do not have other rights, like the First Amendment or Title VII. So, treat them accordingly.


10. Reprimand and evaluate honestly and accurately.

11. Regular professional development is the key! Document topics and require sign-in sheets. The usual suspects: Title VII, anti-bullying, faculty and student handbooks, etc.

Deadlines

January 31 – Superintendents
March 1 – Principals
April 15 – All other certified employees