



GCQF-R - DISCIPLINE, SUSPENSION, AND DISMISSAL OF PROFESSIONAL STAFF

(Administrative Staff Fair Process Guidelines)

The purpose of these procedures is to ensure that administrators in Poudre School District R-1 receive fair notice, be informed of probable cause for dismissal, or have been provided the opportunity for a period of improvement, and be provided a fair hearing with a right to appeal prior to any dismissal.

These guidelines are limited to certificated administrators. Noncertificated administrators will receive such fair process as may be provided under contract, if any, or under state or federal laws.

1. As an assurance of a minimum fair process for all administrators, they will be provided the following:
 - a. A clearly-stated job description
 - b. Complete and impartial evaluation of professional performance on a regular basis
 - c. Annually-determined job targets, including timelines prepared by the administrator under the guidance of the supervisor
 - d. Constructive counseling on a regular and consistent basis
 - e. Performance conferences at least once annually which include clearly-written statements of performance, specific identification of problem areas or deficiencies, written suggestions for improvement, support for the improvement effort, and a fair time period during which improvement should occur.
 - f. Assurance that no personnel action will be based upon race, creed, color, sex, national origin, or age
2. **NONRENEWAL OR DISMISSAL**
 - a. Dismissal of an administrator merits a thorough explanation and documentation of facts related to the proposed action.
 - b. Prior to a nonrenewal or dismissal for reasons other than a reduction in force, a written statement of deficiencies and areas needing improvement

must be presented to the administrator by the immediate supervisor and a copy of this written statement delivered to the superintendent. This written statement must include:

- (1) Clear identification of the specific performance areas in which the administrator's performance does not meet district standards
 - (2) Clear description of the behaviors which the administrator must demonstrate in order to meet district standards
 - (3) A suggestion of activities and resources designed to help the administrator develop the needed behaviors
 - (4) A timeline describing both the process which will be followed and the employment options which will be considered regarding the future of the employee
- c. When a recommendation is made for dismissal, an administrator will be furnished the reasons for the recommendation.
- d. In the event of conduct of an administrator so opprobrious as to reasonably cause any supervisor or an administrator to believe that the administrator should be dismissed immediately, the following procedures will apply rather than the foregoing guidelines:

Under such circumstances the administrator may be suspended immediately with full, regular compensation and, if possible, told orally of the reasons for the suspension and recommendation for dismissal.

Within five working days following the suspension, written notice of the suspension, the recommendation for dismissal, and the reasons therefor will be mailed by registered mail to the administrator at his last known address. Such request notice also will advise the administrator of his right to request a hearing as provided in these procedures. Thereafter the provision for appeal set forth below will be followed.

3. APPEALS PROCESS

- a. Prior to dismissal, the administrator will have the right to request a fair and private conference with the superintendent and/or designee. Such request must be made in writing within five working days of notice to the administrator of dismissal, and the requested conference will be held within 10 working days thereafter.
- b. The administrator will have the right to be accompanied and assisted by a representative of his choice at any stage of this process. If an

administrator chooses to be represented by an attorney, 72 hours' advance notice must be given to the superintendent and/or Board of Education.

- c. Within 10 working days of the foregoing conference, the administrator will be advised in writing of the decision of the superintendent. This will terminate all administrative relief available to the administrator except in cases of a recommendation for dismissal from the district for reasons other than administrative reorganization or reduction in force.
- d. In cases of a recommendation for dismissal from the district for reasons other than administrative reorganization or reduction in force, the administrator will have the right following the decision of the superintendent to request a conference with the Board.

Such request must be made in writing within five working days of receipt of the decision of the superintendent. The request must specify the grounds on which it is contended that the decision was improper and include a statement of the facts that the administrator believes support the contention.

- e. The requested conference will be held at the next regularly-scheduled Board meeting or within 15 working days at the discretion of the Board. The conference with the Board may be held in executive session at the request of either the administrator, the superintendent, or the Board.
- f. Review by the Board will be made solely to determine if the recommendation for dismissal was made in accordance with Board policy and procedure.
- g. Within 10 working days of the conference, the administrator will be advised in writing of the decision of the Board which will terminate all administrative relief available to the administrator.

Approved: April 1988

CROSS REFS.:

CFB, Evaluation of Principals/Building Administrators
GCKB, Administrative Staff Assignments and Transfers
GCOC, Evaluation of Administrative Staff

CONTRACT REF.:

Employee Agreement, Guideline Aw010--Administrator Fair Process Guidelines

NOTE:

Policies and regulations in the GC section (Professional Staff) pertain only to instructional and administrative staff members.