

Save My Job!

How do I protect my job? Some common sense advice . . .

1. Do your job well!!

The best defense you have is that you are doing your job to the best of your abilities and knowledge. If your supervisor finds fault with your job performance, he or she has probably already done your appraisal or evaluation, and has informed you. You should not be surprised. Always use your best judgment, especially when working with or around students.

2. Document , Document, Document!

Whenever you have a difficult student, parent, or supervisor, keep a record of incidents and contacts with that person. Write down what happens as soon as possible after the situation and record the date and time. Try to summarize the important comments made to you and your responses. Confirm your understanding of important conversations you have with supervisors by writing a brief note to him. Make all requests and responses in writing. Be sure to date these letters, and keep a copy for your records.

3. Do **NOT** resign!

You cannot take back a resignation. Even if you are threatened with termination, do not resign on the spot. Ask for time to decide –members should call TSTA immediately. Don't be tricked into resigning to "avoid" being fired. Resignation may be the best option in some cases, but you will have no option if you put your signature on a resignation letter.

4. Comply now, grieve later!

If you are asked to do something you think is unfair or violates policy, the best rule is to comply now and grieve it later. If your supervisor tells you to meet with her without a rep, do it. Do not admit to anything or volunteer information, but hear her out. Take notes if you can. After the meeting, members should contact TSTA or SBEA. If you are asked to sign something that is wrong or that you don't like, just add a line indicating that you disagree before signing. Exceptions: If you are asked to do something dangerous or illegal, you should refuse, but in most cases don't risk insubordination.

5. Ask for representation!

You are entitled to representation when you bring a concern forward to the principal or supervisor, but not necessarily any time you are called into the principal's office. As your supervisor, he can talk to you without a rep. But it never hurts to ask.

6. Watch those timelines!

Don't wait to get advice if you have a concern. If in doubt, members should call [SBEA](#) or [TSTA](#) as soon as an issue comes up. If it is a grievable issue, definite time lines apply. You might have only 10 working days to file a grievance or complaint or rebuttal.

