

Corrective Action Plan

Employee Misconduct

Licensed Employees



Employee Name	<input type="text"/>
School	<input type="text"/>
Position	<input type="text"/>
Supervisor	<input type="text"/>
Date	<input type="text"/>

This **Corrective Action Plan (CAP)** is intended to provide you with clear, concise details outlining the concerns, expectations and resources for improvement as directed. Directives must be **Specific, Measurable, Achievable, Realistic and Timely (SMART)**. It is suggested that no more than three (3) areas of improvement are being worked on at a time – with others (if needed) being added after one area of improvement is met. However, if more than three directives or areas of improvement are required, a separate Corrective Action Plan may need to be created.

AREAS OF IMPROVEMENT

1.

Expectations

Resources

2.

Expectations

Resources

Corrective Action Plan

Employee Misconduct

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3.

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Expectations

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Resources

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OTHER RESOURCES:

Mentor/District Touchstone/Consulting Educator Requested:

Yes No

Mentor Requested/Assigned:

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Online Resources:

Jordan District Policies

<http://policymanual.jordandistrict.org/>

JSD Curriculum Assistance

<http://jordandistrict.org/departments/curriculum/>

Other Resources:

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PROGRESS

Feedback and progress monitoring is vital for improvement. Progress meetings, on the dates and times listed below, will be to monitor your progress. It is expected that you will be prepared to present evidence and/or discuss your progress and needs. A progress meeting will be held within 6 weeks and at least one progress meeting will be held.

Progress Meeting(s)

1st Meeting

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Day/Date/Time

2nd Meeting

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Day/Date/Time

My signature below indicates that I have received a copy of this Corrective Action Plan.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____