

Tips for dealing with a problem administrator

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1. First, evaluate the situation. Is the administrator being difficult with you or everyone? Take a look at your work performance and decide if you are doing everything that your job title requires. Once you have done a personal performance evaluation, decide if the administrator's issue is founded and/or reasonable.
2. Second, get another opinion from your mentor or professional organization representative.
3. Remain professional, remember you are a professional. Treat your administrator with the respect due them.
4. Verbalize concerns in a brief, rational, well thought out professional manner. The administrator may not even be aware of how their behavior has affected your job performance.
5. If you sense mounting tension with an administrator, start documenting every event that occurs between you and them. Keep a log of all conversations, the subject matters, dates, times, and durations of classroom visits. Your sense of a looming problem may eventually prove to be incorrect, but in the meantime it can't hurt to protect yourself.
6. If you start to feel victimized, stay calm, remain focused and polite, and work with him to create a plan to solve any problems. Set goals, be straightforward, and try to give him what they seeks. You must go above and beyond the call of duty to solve this problem and make it right.
7. If it becomes clear that your administrator is preventing you from properly performing your teaching duties, consider talking to your professional organization representative for additional advise about the advantages and disadvantages of further action. Learn about your protected rights.