

Confidential Grievance Form

Candidates may confidentially notify the Induction Program of unsatisfactory performance of or dissatisfaction with their assigned coach or any aspect of the Induction Program. If a grievance is regarding an assigned coach: please direct to the program coordinator. If directed toward specific program personnel or program structures, it may be submitted to Malaika Bryant, the Director of Educator Development and Data Support.

Program:

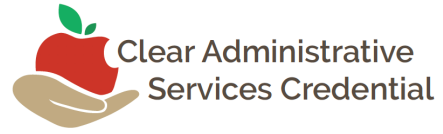
- CASC
 Teacher Induction

Candidate Name: \_\_\_\_\_ Coach Name: \_\_\_\_\_

Date of Notification: \_\_\_\_\_

A Candidate with a grievance should complete and submit this form to the appropriate person (see above). The candidate will be contacted within within 48 hours of receipt to discuss the issue and collaboratively determine a resolution, which could include any of the following:

- a. No further action is required as the matter was resolved through a discussion with Coordinator and/or Director.
b. A meeting is arranged by the Program Coordinator and/or Director with the candidate and any other involved parties (i.e. District Contact, Mentor/Coach, etc.) to address the concerns of the candidate, and determine if, and how, an issue can be resolved. This meeting is to held within 7 days of receipt of the Confidential Grievance Form.
1. If the grievance is regarding a program issue, a Support Plan will be created and monitored by the Director of Educator Development & Data Support.
2. If the grievance is regarding the assigned coach/mentor and can be resolved, a Support Plan will be created and monitored by the Program Coordinator.
3. If the grievance is regarding an assigned coach/mentor and cannot be resolved with additional Program support/training of the mentor/coach, the Program Coordinator will meet with the candidate and employer representative to discuss coach re-assignment options. Coaching support resumes as soon as possible, depending upon the availability of mentors/coaches.



Please provide an evidence-based description, using dates and pertinent details, to explain the issue(s) you are experiencing with your Induction Program experience.

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Date received: \_\_\_\_\_ Signature of recipient: \_\_\_\_\_

**Resolution of Confidential Grievance**

The above grievance was resolved in the following manner:

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Signatures:

Date:

Program Coordinator: \_\_\_\_\_

\_\_\_\_\_

Candidate: \_\_\_\_\_

\_\_\_\_\_

Coach: \_\_\_\_\_

\_\_\_\_\_

Employer Representative: \_\_\_\_\_

\_\_\_\_\_

**Contact information:**

Malaika Bryant, Director II- Educator Development & Data Support [mbryant@kern.org](mailto:mbryant@kern.org)

- Teacher Induction Program: [teacherinduction@kern.org](mailto:teacherinduction@kern.org)
- Clear Administrative Services Credential (CASC) Program: [CASC@kern.org](mailto:CASC@kern.org)