

## LICENSED STAFF PROBATION AND TENURE

Commented [JWK1]: Ross: VSBA update 5/18, read along with GCB, GCP, GCI

### Teachers

The Albemarle County School Board ("School Board") recognizes its continuing responsibility to develop and administer necessary policies and regulations in a fair and consistent manner. The School Board also recognizes the obligations of all employees to conform to those policies and regulations.

The Board seeks to establish and maintain appropriate administrative policies which will provide the most efficient operation of Albemarle County Public Schools and to provide for equitable application of probationary status, annual contracts, and continuing contracts.

Therefore, the Albemarle County School Board sets forth this policy and its regulation to address those employees in probationary and tenure statuses.

### Teachers

#### Probationary Term

A probationary term of service of three (3) consecutive years of full-time teaching service in Albemarle County Public Schools (“ACPS”) shall be required before a teacher for whom licensure is required is issued a continuing contract. A teacher must return and begin the fourth (4<sup>th</sup>) year to attain continuing contract status. Once a continuing contract status has been attained in a school division in the Commonwealth of Virginia, another probationary period of one (1) year shall be served in ~~Albemarle County Public Schools~~ the ACPS. The teacher may be required to provide verification from officials in the other school division that states the teacher attained continuing contract status. If a teacher separates from service and does not return to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period of three (3) years.

Formatted: Indent: Left: 0", First line: 0.5"

Formatted: Indent: First line: 0.43"

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Albemarle County Public Schools provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

The ACPS will assign a ~~A~~ mentor teacher ~~is provide~~ to every first-year probationary teacher to assist ~~him~~ the teacher ~~or her~~ in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent/designee.

Probationary teachers, including all part-time teachers regardless of experience, ~~shall~~ be evaluated at least annually in accordance with policy GCN, Performance Review. A teacher in ~~his or her~~ the first year of the probationary period is evaluated informally at least once

during the first semester of the school year. The Superintendent ~~shall~~ considers such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board, in its discretion, ~~shall~~ does not reemploy the teacher.

For the purpose of ~~calculation the years of service required to attaining~~ continuing contract status for licensed teaching or administrative personnel, employment for 160 or more contractual teaching days during one school year shall constitute a single year of service.

If a licensed teaching or administrative employee ~~separates from~~ has a break-in-service during ~~his/her/their~~ probationary period ~~and does not return to service in the same school division by the beginning of the year following the year of separation~~, such person shall be required to begin a new probationary period upon returning to the Division ACPS.

Teaching service outside of the Virginia Public School System shall not be counted in any way as meeting ~~in whole or in part~~ the required probationary term.

Continuing Contract

~~Only persons regularly employed full-time by a School Board as licensed teaching or licensed administrative personnel shall be eligible for continuing contract status. When a full-time teacher has attained continuing contract status in the ACPS, and accepts a part-time position and remains in that part-time position for a duration of time exceeding the remainder of a school year in which the part-time arrangement started, the teacher will not retain their continuing contract status in subsequent years. Upon return to full time employment, a full probationary period shall be served of three years prior to regaining continuing contract status.~~

- Formatted: Indent: Left: 0"
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt

~~Only persons regularly employed full time by a School Board as licensed teaching or licensed administrative personnel shall be eligible for continuing contract status. In the event an employee with continuing contract status is reduced from full time to part time status, whether voluntarily or involuntarily, that person shall not return with continuing contract status, but shall be deemed a probationary employee.~~

**Commented [RH2]:** I think we should add a provision that if an ACPS teacher chooses to work in a part-time position for more than one year, the teacher's continuing contract status terminates. See Prince William County Public Schools policy.

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice ~~of non-continuation of the contract~~ by either party that the contract will not be continued must be given by June 15 of each year; otherwise, the contract continues in effect for the ensuing year.

**Principals, Assistant Principals, and Supervisors**

A person employed as a licensed administrator, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three (3) consecutive full-time years in such position in ~~Albemarle County Public Schools~~ the ACPS before acquiring continuing contract status as a principal, assistant principal, or supervisor. Continuing contract status acquired by a principal, assistant principal, or supervisor shall not be construed as prohibiting the School Board from reassigning ~~the~~ administrative or supervisory personnel to a teaching position if notice of reassignment is given by the School Board by June 15 of any year. If a licensed administrative employee who has successfully completed probation is reassigned to a teaching position, such reassignment shall be to continuing contract status.

Additional information also applicable to administrators is included above under Teachers.

**Commented [RH3]:** What does "included above under Teachers" mean here?

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the State Board of Education and who is required to hold a license as prescribed by the State Board of Education.

Adopted: July 1, 1993  
Amended: December 8, 1997; October 11, 1999; August 9, 2007; July 12, 2012; June 26, 2014, March 26, 2015; March 9, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§22.1-294, 22.1-303, 22.1-304

State Board of Education Regulations Governing the Employment of Professional Personnel,  
8 VAC 20-44~~16~~-10 et seq.

Cross Ref.: GCA, Personnel-Definitions  
GCB, Licensed Staff Contracts  
GCBA, Salary Administration and Position Classification  
GCI, Assignment and Transfer

GCN, Performance Review  
GCP, Termination, Non-Renewal, and Dismissal