

**PROFESSIONAL STAFF PROBATIONARY TERM  
AND CONTINUING CONTRACT**

**Teachers**

Probationary Term

A probationary term of service of five years at Maggie L. Walker Governor's School is required before a teacher is issued a continuing contract. In an exceptional circumstance, probationary year four and/or five may be waived as determined on a case by case basis. Service under a local teacher license does not count towards satisfying this probationary requirement. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Director. Probationary teachers shall be evaluated at least annually in accordance with policy regarding Evaluation of Professional Staff. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Director shall consider such evaluations as one factor in making recommendations to the Regional School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the Regional School Board shall not reemploy the teacher.

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 as provided by the Maggie L. Walker Governor's School administration 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.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period of two years, is made a part of the contract of employment. If a teacher separates from service and returns 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, two years, as required in the employment contract.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the Director is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the contract must be given by the board on or before June 15 of each year. If the teacher requests a conference with the Director, then written notice of non-renewal by the Regional School Board must be given within thirty days after the Director notifies the teacher of his intention with respect to the recommendation.

### Continuing Contract

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire. Written notice of noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The Regional School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the Regional School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved the Regional School Board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget, but no later than June 1, the Regional School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the Regional School Board's budget as approved.

### **Assistant Directors, Coordinators, and Supervisors**

A person employed as assistant director, coordinator or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the school before acquiring continuing contract status as assistant director, coordinator or supervisor.

Continuing contract status acquired by an assistant director, coordinator or supervisor shall not be construed (i) as prohibiting the Regional School Board from reassigning such assistant director, coordinator or supervisor to a teaching position if notice of reassignment is given by the Regional School Board by June 15 of any year or (ii) as entitling any such assistant director, coordinator or supervisor to the salary paid him as assistant director, coordinator or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such assistant director, coordinator or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the Director, the Director's designee or the Regional School Board. Before recommending such reassignment, the Director shall consider, among other things, the performance evaluations for such assistant director, coordinator or supervisor. The assistant director, coordinator or supervisor shall elect whether such meeting shall be with the Director, the Director's designee or the Regional School

Board. The Regional School Board, Director or Director's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the Regional School Board.

The intent of this section is to provide an opportunity for an assistant director, coordinator or supervisor to discuss the reasons for such salary reduction and reassignment with the Director, his designee or the Regional School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of an assistant director, coordinator or supervisor.

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

Adopted: June 20, 2013

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

Cross Refs.: Under Development