Probationary Teacher Non-renewal Referral

DUE January 10, 2022

Teacher:

Subject/Grade:

School:

Principal:

School Year: 2021-2022 Year of Probation: First [ ]  Second [ ]  Third [ ]

Scores on Probationary Evaluations: First       Second       Third

Please summarize the basis for your recommendation of Non-renewal below.

*Attach a summary of your supporting evidence and include any documentation, correspondence*

*or other supporting evidence, including classroom observations or other performance-related or*

*conduct-related issues or correspondence with the teacher.*

**Teaching and Learning**

[ ]  Fails to effectively plan for instruction.

[ ]  Fails to create a structure for learning.

[ ]  Fails to develop the lesson effectively, using appropriate instructional techniques.

[ ]  Fails to present appropriate content.

[ ]  Fails to use appropriate questioning techniques.

[ ]  Fails to communicate clearly, using precise language and acceptable oral expressions.

[ ]  Fails to monitor students’ understanding of the lesson and adjust teaching when appropriate.

[ ]  Fails to follow district-approved curriculum guidelines.

[ ]  Other:

**Assessing Learning and the Instructional Program**

[ ]  Fails to provide students with clear criteria and exemplars of processes and products before they begin their work.

[ ]  Fails to check for understanding across all students.

[ ]  Fails to engage students in the design of assessment criteria.

[ ]  Fails to teach students to give each other feedback through peer editing and review.

[ ]  Fails to structure individual accountability in group work.

[ ]  Fails to use the results of classroom assessments such as tests, performance tasks, and interim assessments to plan future instruction.

**Classroom Management**

[ ]  Fails to maintain appropriate standards of student behavior.

[ ]  Fails to maintain standards for class work and homework.

[ ]  Fails to effectively manage routines and transitions.

[ ]  Materials needed for instruction are not available and are not well organized.

[ ]  Fails to avoid sarcasm and ridicule.

[ ]  Does not demonstrate respect for students as individuals.

[ ]  Fails to resolve behavioral issues privately with minimum disruption of instruction.

[ ]  Fails to make a strong effort to interact in a positive way with each student each day.

[ ]  Does not model respect in words spoken, voice tone, eye contact, and/or in body language.

[ ]  Submits excessive or unnecessary student disciplinary referrals.

[ ]  Other:

**Professionalism and Collegial Collaboration**

[ ]  Fails in focusing attention to his/her work.

[ ]  Fails to keep grade book updated and legible.

[ ]  Fails to maintain accurate attendance records.

[ ]  Fails to perform duties such as hall duty, restroom supervision, and lunch duty as assigned.

[ ]  Fails to attend required meetings.

[ ]  Fails to participate and contribute at staff, departmental, and team meetings.

[ ]  Does not handle situations involving fellow staff members in a professional manner.

[ ]  Fails to maintain internet access safeguards.

[ ]  Is not always professionally groomed and attired.

[ ]  Fails to align professional development work with school and district goals.

[ ]  Does not use communication skills that demonstrate an awareness of cultural, gender, and generational differences.

[ ]  Other:

**You will be scheduled to meet with a representative of the Office of Human Resources to discuss your recommendation prior to the submission to the Superintendent. Non-renewal teachers may appeal to the School Board and you will be required to testify in support of your recommendation.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

 Principal

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

 Network Superintendent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

 Executive Director of Human Resources

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

 Superintendent