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