

# Marion County Board of Education

Monitoring:  <b>Review: Annually, in February</b>	Descriptor Term:  <b>Orientation and Probation</b>	Descriptor Code: <b>5.107</b>	Issued Date: <b>05/20/03</b>
		Rescinds: <b>5.107</b>	Issued: <b>04/24/01</b>

## ORIENTATION

The principal shall assign a consulting teacher to every new teacher (one teaching for the first time in County School System) upon assignment of a new teacher to his staff. The consulting teacher, insofar as possible, shall be a tenure teacher with a minimum of three years successful teaching experience, and shall be engaged in teaching within the same grade or subject area as the new teacher. The consulting teacher shall assist the new teacher in acclimating to the teaching profession and the school system. The consulting teacher shall not be involved in the evaluation of the new teacher.

The principal shall orient all teachers with evaluation procedures and standards during the first two weeks of their assignment to their respective building. No formal observation shall take place until such orientation has been completed.

## PROBATION OF SUPPORT PERSONNEL

A probationary period is defined as the first ninety (90) days of employment for a new employee or for an employee who has been rehired following a break in service.

**Purpose** - The probationary period shall be used to allow the immediate supervisor to closely observe and evaluate the employee, and to encourage effective adjustment to the position.

**Evaluation** - Newly hired non-licensed support personnel shall be evaluated once during the probationary period to aid in improving the employee's performance.

**Conditions of Employment** - The following shall apply during the probationary period:

### *Accumulation of and use of sick leave and vacation days*

1. Probationary employees will be allowed to accumulate sick leave and vacation days in accordance with the appropriate Board policies during the probationary period.
2. Holidays for probationary employees will follow the same procedures as for regular employees.

### *Retirement*

Newly hired employees are eligible for membership in the Tennessee Consolidated Retirement System in compliance with TCRS regulations.

### *Transfer*

A probationary employee shall not be allowed to submit a request for voluntary transfer during the probationary period.