

**SUBJECT: PROBATION AND TENURE****Probation**

Certified staff members shall be appointed to a probationary period by a majority vote of the Board of Education upon recommendation of the Superintendent of Schools.

Full-time certified staff members shall be appointed to a probationary period of four (4) years. However, the probationary period shall not exceed three (3) years for teachers previously appointed to tenure in this or another school district or BOCES within the state, provided the teacher was not dismissed from the former district. Additionally, up to two (2) years of service as a regular substitute teacher may be applied towards probationary service. This is sometimes referred to as Jarema Credit.

During the probationary period, a staff member shall be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance shall be assumed because of the possession by the staff member of the required certification or license.

**Tenure**

At the expiration of the probationary period or within six months prior thereto, the Superintendent shall make a written report to the Board recommending for appointment to tenure those certified staff members successfully completing a probationary period in the Levittown Union Free School District. The Board may then by a majority vote appoint on tenure any or all of the persons recommended by the Superintendent.

The Board will follow all applicable statutes regarding tenure.

**Resolutions Making Appointments**

Each resolution making a probationary appointment or an appointment on tenure will specify:

- a) The name of the appointee;
- b) The tenure area or areas in which the professional educator will devote a substantial portion of his/her time;
- c) The date of commencement of probationary service or service on tenure in each such area;
- d) The expiration date of the appointment, if made on a probationary basis; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

(Continued)

# *LEVITTOWN SCHOOLS*

**POLICY # 6215**

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**PERSONNEL**

**SUBJECT: PROBATION AND TENURE** (continued)

The Levittown Union Free School Board of Education believes that a determination of the efficiency and effectiveness of its professional administrators is a critical factor in the overall operation of the school district.

The Superintendent of Schools shall develop an ongoing evaluation program which shall serve as a record of the services of each administrator so as to provide objective evidence for employment and personnel decisions and to promote the improvement of instruction as part of the goals of the school district.

Education Law Sections 2509, 3012 and 3031  
8 New York Code of Rules and Regulations (NYCRR) Part 30

Re-Adopted: October 10, 2012

**Revised: November 2, 2016**