

Overview for Probationary Staff

Forms:

- Probationary staff use Forms A, B, C

Appraisal Process

- Formative Observations are administered to determine that the staff member meets Osseo Performance Appraisal Standards in all four Performance Areas.
 - Three observations by the site administrator (principal, assistant principal, director, coordinator) in all four Performance Areas (Planning For Student Learning, Creating An Environment for Student Learning, Teaching for Student Learning, Professionalism).
 - In cases where licensed staff has an identified coordinator in addition to the site administrator, the coordinator will have a consulting role in performance appraisal, using the following guidelines:
 - The coordinator will conduct a minimum of one formative observation cycle.
 - The site administrator will conduct a minimum of one formative observation cycle.
 - The 3rd formative observation cycle and feedback will be conducted by either the site administrator, coordinator, or both, at the site administrator's discretion.
 - The site administrator will be responsible for the summative report.
- Frequency: minimum of three per year.
- Each observation involves a pre-conference / observation / post-conference sequence.
- In addition, a summative conference is held at the conclusion of the formative observations.

Time line:

- The first formative observation must be completed by December 1st.
- The formative observations and the summative report for probationary staff must be completed by April 1st.

ATPPS stipends:

- A staff member is eligible for Performance Increment advancement on the salary schedule if the summative report indicates that the staff member has met Osseo Performance Appraisal Standards. The Performance Increment will be awarded on the first assigned duty day of the following school year.
- The goal for probationary staff is to meet the Osseo Performance Appraisal Standards and as such, their Professional Growth Plan is integrated within the formative observations/summative report process. Success in the summative report results in eligibility for the Professional Growth stipend (\$1800).
- The goal for probationary staff is to meet the Osseo Performance Appraisal Standards and as such, their Student Learning Goal is integrated within the formative observations/summative report process. Success in the summative report results in eligibility for the Student Learning Goal stipend (\$225).
- The purpose of the Site Goal is to improve student learning. The Site Administrator will determine and monitor the progress towards meeting the Site Goal and report results to the Assistant Superintendents. A determination that the Site Goal has been met will result in all eligible staff at the site receiving the Site Goal stipend (\$225).

Note: Any licensed staff member who does not meet Osseo Performance Appraisal Standards will not be eligible for the Performance Increment the following school year and will not be included in the distribution of the ATPPS stipends for the Professional Growth Plan and the Student Learning Goal for the current academic year.