

Tenure: Understanding Ardsley's Process and Standards

Introduction

- Achieving tenure is a significant accomplishment for an educator.
- Tenure means job security and due process for discipline or dismissal.
- Tenure also helps to secure and retain talented and dedicated professionals.
- Granting tenure is a serious responsibility for administrators and ultimately the Superintendent and the Board of Education.
- The comprehensive tenure process is a multiyear endeavor.

Probationary Period

- The probationary period starts after a rigorous recruitment and selection process. We have a robust process with a screening, interviews, and a demonstration lesson or demonstration task for administrators.
- First year teachers attend a week-long new teacher orientation and monthly professional development meetings. Each teacher is formally assigned a mentor for the first year of the probationary period.
- The probationary period can range from three to four years. A three-year probationary period is granted when an educator who has already been granted tenure in that area is hired in Ardsley.
- In rare cases, a probationary period may be extended by one year by mutual agreement of the school district and teacher.
- There is ongoing professional development in the form of Superintendent's conference days, faculty meetings, professional time, conferences, administrative retreats, etc.

Professional Standards

- Administrators gauge candidate performance against professional standards and best practices.
- Ardsley uses [Charlotte Danielson's "Framework for Teaching"](#) to evaluate teachers and guide their practice and conversations with supervisors.
- The [Interstate School Leaders Licensure Consortium \(ISLLC\) Standards](#) are used to evaluate administrators, guide their practice and conversations with supervisors. Weekly meetings are held with building administrators to model, guide, mentor, and support.

Evaluation Inputs

- Evaluation inputs include formal and informal observations, mid-year evaluations, end of year evaluations, mentoring, conferences, and an administrative review panel (annual review by the Board and administration).
- Administration also monitors progress on a continual basis, informally and formally, throughout the probationary period.
- Feedback from the learning community (e.g., parents) is also part of the tenure process.

- The District will invite the community to provide this feedback directly to both the Superintendent and Board of Education.
- Community member feedback should focus on specific personal experiences relating to the applicable professional standards.

Tenure Timeline in the Final Year of Probation

- The names of the year's tenure candidates will be posted on the district's website at the beginning of the school year.
- Board of Education members are invited to review any tenure candidates observation file throughout the tenure process.
- Fall/Winter: The District will invite community input regarding tenure candidates.
- February: The administrative team meets with the Superintendent and Board to discuss tenure candidates and review feedback.
- April/May: Tenure recommendations are completed. The administrative team meets with the Superintendent and Board to discuss all other pre-tenure employees.
- May: Final tenure decisions.

Summary

- The tenure process is rigorous and commensurate with the high standards and expectations in Ardsley.
- It is not a given that all probationary period teachers and administrators will make it through the tenure process. Prior to the final year of probation, teachers and administrators may not be brought back if they are not meeting the administrators' expectations and Ardsley standards.
- Ongoing supervision and evaluation are essential to the continual development of all educators.
- Tenure does not signify the end of professional growth and development; it is ongoing.

What Happens When a Candidate Does Not Receive Tenure

- The Superintendent and administrators will keep the Board apprised of tenure candidates' performance throughout the entire tenure process. These updates, coupled with additional support of growth areas, will help foster consensus around tenure decisions.
- If areas of growth or weaknesses are identified, every effort is made to strengthen the area of need with the goal of fostering and cultivating high quality educators.
- If a candidate does not receive tenure, the candidate's employment will conclude at the end of the probationary period.