

Urban Academy

Policy and Procedure:

EMPLOYMENT

Policy No.: 07.03

Originate: August 2013

Revised: December 2021

Adopted:

Page 1 of 1

I. PURPOSE

This policy is to ensure that fair and equitable employment practices that carry out the mission of the School and that meet and fulfill all State requirements (Subp_____)

II. DEFINITIONS

Evaluation of teachers - an assessment of teacher performance combined with school goals for teachers will be used including, but not limited to weekly lesson plans, results data, policies and procedures, maintain running records, and all items covered under Classroom Teacher Key Responsibilities.

Student achievement – using approved data and testing, student achievement and benchmarking will be tracked. Q-Comp goals are also used.

Nepotism – is the hiring and/or favoring of relatives in employment or employment benefits. A relative is defined as a spouse, child(ren), parents, grand-parents, in-laws, cousins, siblings.

III. GENERAL STATEMENT

Urban Academy will ensure that all staff are held to the same professional and ethical standards as stated in Minnesota Administrative Rules (8700.7500).

- A. Evaluation of Teachers – For newly hired teachers, a performance review is required within the first 3 months of hire. On a regular basis, to be determined by Administration, but at least once per year, supervisors will meet with teachers, following the protocol under Policy 02.04 (Performance Reviews). All teachers will receive feedback on their performance including school goals, adherence to policies and procedures, maintenance of running records, and all items covered under Classroom Teacher Key Responsibilities. Additional information for these performance reviews may include information from formal and in-formal observations, parent and student feedback, etc.

Based on these reviews along with the individual's job description, appropriate supports, if

Urban Academy

Policy and Procedure:

Employment

Policy No.: 07.03

Originate: November 2007

Revised: December 2021

Adopted:

Page 2 of 2

needed, and professional development will be recommended.

If a teacher or staff member is struggling in their position, they should seek out their supervisor immediately to discuss remedies. It is the responsibility of each teacher or staff member to talk with their supervisor about these difficulties or if their job duties and responsibilities become unclear.

- B. Under the Q-Comp provisions of Urban Academy, student achievement, student engagement and connection goals are all measured carefully and are incentive based for teachers. Students must show growth and achievement for teachers to receive additional compensation through Q-Comp.
- C. From time-to-time, Urban Academy may enter into a contract relationship with professional vendors, licensed individuals or other establishments to provide services to the School, the student, the staff or in some other way serve the school.
- D. Urban Academy does not prohibit the hiring of relatives however; the School's policy on nepotism prohibits direct supervision, job performance evaluations, promotions and disciplinary action between relatives. Additionally, no relative will receive a more superior benefit than other staff or teachers employed by the school.
- E. The School will ensure that appropriate methods and processes are in place to evaluate execution of charter contract goals and commitments and to resolve any discrepancies that may arise. The contract will be reviewed by the School's responsible party at least twice during the contract period to ensure that contract obligations are being met by the engaged parties.