

New Teacher*

- A new teacher must participate in a Professional Mentoring Process **during his or her first year of employment**. See “Professional Mentoring.”
- A Professional Mentoring workshop will be held in September of each year for the new teacher, administrator and mentor if it is someone other than the principal. This meeting is mandatory for all participating in the professional mentoring program
- Page 4 of the Professional Mentoring booklet should be completed and sent to the diocesan office no later than September 30.
- Page 16 of the Professional Mentoring booklet should be completed and sent to the diocesan office no later than April 15th along with a copy of all of the documentation and observations from the portfolio.
- A new teacher must complete a Florida Certification application and send it to Debbie Kleinberger at the Office of Catholic Schools and Centers no later than **September 30th** of the year for which he/she is hired. A teacher may not continue employment beyond that date without the submitted application. The teacher should be placed on unpaid administrative leave.
- A new teacher is on probation for the first ninety **calendar days** of his/her contract. At least two formal evaluations should take place during the ninety day period.
- Prior to the end of the ninety calendar days, a letter is to be written to the teacher indicating the successful completion of the probationary period. A copy is placed in the teacher’s personnel file.
- If there is a problem with a new teacher, there should be a plan for improvement with specific, measurable outcomes including a time line for completion in place.
- If the teacher does not complete the probationary period successfully, prior to termination, consult with the Office of Catholic Schools and Centers, the pastor, and the Diocesan Attorney.
- A new teacher must participate in mandated trainings.

*The procedures apply to any **uncertified** new hire even if the teacher is experienced at another school.

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