

Washington County School District  
**Notice of Administrative Supervisory Probationary Period**

Administrators must have the ability and skills necessary to perform their designated tasks in a high-performing manner. They must be active and contributing members of their school, program or department and effective in communicating and collaborating with their respective communities. Administrators, on occasion or regularly, must effectively disseminate leadership responsibilities among other administrators, professionals, teachers, and staff members. Competent administrators are expected to be skilled at choosing appropriate decision-making methods and at making certain that their colleagues have the knowledge necessary to effectively perform assignments. Administrators must successfully locate and use current research and other information to implement and make sound administrative decisions. Administrators must hold others accountable for their responsibility and at the same time create safe and collaborative environments in order to share best practices. Effective administrators must organize their own professional lives, time, and priorities to support organizational and/or instructional improvement.

**As a condition of this assignment:**

Administrators (district office administrators, principals, assistant principals, or department administrators) who are assigned or promoted to their first administrative or supervisory position, shall serve a mandatory administrative probationary period for the first two years of their assignment before the assignment is final. Additionally, unless the first administrative/supervisory position was at the level of “principal”, a second probationary period will be required for advancement to the position of “principal”.

- As a condition of this assignment you must complete a mandatory two-year probationary period before the assignment becomes final. It applies regardless of prior administrative or supervisory experience in another district. The probationary period may be extended for an additional year for any reason as deemed appropriate or necessary by the Assistant Superintendent or Superintendent.
- An employee who fails to satisfactorily complete the probation requirement has no right to appeal the decision and is not entitled to due process as described in District Policy 1450 or Utah Code § 53G-11-513 et seq.
- Second level administrators are responsible to provide guidance, training, and monitor performance. A minimum of two evaluations shall be conducted during the probationary period. When such feedback is relevant and reasonable to performance evaluation, feedback shall be obtained from community members, other administrators, teachers, or staff members and considered in the evaluation process.

**Statement of Understanding and Agreement:**

I have read and understand the terms and conditions of supervisory probation. I understand that my assignment to a supervisory or administrative position is not final until I have completed the probationary period. I understand and agree to the above identified terms and conditions of assignment.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Employee ID**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

Probationary Period \_\_\_\_\_ to \_\_\_\_\_

created 05/2010, revised 9/2020, 7/2022