

TEACHER INDUCTION PROGRAM Handbook

2019-2020

NAZARETH AREA SCHOOL DISTRICT One Education Plaza Nazareth, PA 18064

Goals of the NASD Teacher Induction Program (TIP)

The goals of the Nazareth Area School District Teacher Induction Program (TIP) are to provide each inductee with a general orientation to the Nazareth Area School District and to increase his/her knowledge and improve his/her teaching skills.

The objectives of the program are to:

- a. Familiarize the inductee with school district policies and practices and to integrate inductees into the social system of the school and community.
- b. To provide an opportunity for the inductees to analyze and reflect on their teaching with coaching from veteran teachers.
- c. To support the development of the inductee's professional knowledge and skills.
- d. To provide continued assistance to face the challenges of the new teacher.
- e. To cultivate a professional attitude toward teaching and learning, and working with others such as students, parents and colleagues.

The general topics to be covered in our TIP can be classified into two categories:

- a. Those designed as orientation activities to familiarize the inductee with the Nazareth Area School District.
- b. Those activities designed to develop and refine the professional knowledge and skills of the inductee.

An orientation program will be presented by district staff prior to the beginning of each school year in August. Inductees hired after the start of the school year will participate in a similar program and then continue participation in the TIP activities scheduled for the rest of the school year. Some of the topics that will familiarize inductees with the Nazareth Area School District include:

- > The Framework for Teaching
- Educator Effectiveness
- District calendar
- Salary and benefits
- PA Public School Code and district's policy book
- Courses of study and curriculum
- Emergency closings
- > Requesting a substitute teacher
- ➤ HIPPA, FERPA
- Technology and AUP

- Homework Policy
- Bell schedules
- School handbooks
- > First day routines
- Grouping of students
- Supplies
- Grading procedures
- Employee Assistance Program (EAP)
- > Act 48, Instructional I, Instructional II, Tenure

The teacher induction program will include presentations on student exceptionalities, observation and evaluation of professional personnel, technology, and current issues in education. Ongoing activities throughout the year will focus on any other activities deemed appropriate to familiarize the inductees with the Nazareth Area School District. In addition to the activities designed specifically for the inductees, each inductee will participate in the district's professional development plan and supervision and evaluation process.

Guidelines for Mentors and Inductees

The mentor-inductee relationship is essential to the success of a teacher new to the district as he or she enters the education profession in the Nazareth Area School District. The formal and informal activities associated with a successful induction program are based upon the positive relationship built between the mentor and inductee. The following guidelines are established to assist the mentor and inductee in addressing the needs and concerns of the inductee:

Inductees:

- Attend all scheduled mentoring sessions.
- Play an active role in the mentoring relationship. An inductee can do this by offering critical reflections on his/her own practice and by identifying areas in which assistance is needed.
- **Seek out help.** The inductee must understand that he or she must seek out support from team members, be forthright in communicating classroom issues, and remain open to feedback in order to develop professionally.
- **Observe experienced teachers at work.** The inductee with the help of his/her mentor will participate in a scheduled observation of experienced teacher(s). Release time for a minimum of one full-day peer observation opportunity in the district with the approval of the building administrator will be provided.
- Participate regularly in programs organized for inductees. These include, but are not limited to the summer orientation and regular meetings.
- Maintain Induction/Mentoring Forms.
 - Documentation of the induction process must be submitted to the Assistant
 Superintendent's Office electronically through Schoology by established deadlines.
 - Final Induction Completion Document and the inductee's Evidence of Professional
 Growth Documentation must be posted in Schoology no later than May 1, 2020.
 - Evidence of Professional Growth Documentation Includes:
 - All Addendums
 - Teacher Induction Reports
 - Peer Observation Reflection
 - Teacher/Video Observation Reflection
- Participate in a support process for maintaining a mentor/inductee relationship. If an
 unresolvable issue arises in the mentor/inductee relationship, the inductee or mentor can
 request a meeting with the Building Principal and/or the Assistant Superintendent to help to
 reach a resolution.

Mentor:

- Participate in assigned activities during the NASD Teacher Induction Program.
- **Ensure a strong start to the year.** Mentors can help inductees launch into a productive year by making sure they know where to obtain all needed materials and by explaining the pertinent routines and schedules.
- Meeting frequently during the school year. Meet at least once a week during the months of September through January. Meet at least once every other week from February through May.
- **Provide instructional support.** This includes, but is not limited to:
 - Providing regular opportunities for inductee(s) to observe mentor teaching.
 - o Participating in discussions following lessons that draw upon reflective thinking strategies.
 - Maintaining open communication with inductee either face to face or electronically.
 - Supporting teaching and learning standards of the state curriculum frameworks.
 - Refining various teaching strategies.
 - Addressing issues such as classroom management and communicating effectively with parents.
 - o Recognizing and addressing multiple learning styles and individual student needs.
- **Provide professional support.** Inductees need to be informed of school policies and procedures, particularly regarding standards and procedures for teacher evaluation. Principals and Directors as well as Mentors should be a resource for information on evaluation and professional practice.
- **Provide guidance and assistance at all transition points** throughout the year (i.e.: beginning of school year; end of marking periods/semesters; before and after breaks).
- **Provide personal support.** Mentors can help relieve the stress on inductees by introducing them to other faculty members and providing support and encouragement to help the inductee put problems in perspective.
- Maintain a confidential relationship with the inductee. It is important that inductees are confident that the dialogue they have with their mentor is safe and secure and that they will get nurturing and supportive feedback from their mentor.
- **Serve as a liaison.** The mentor should have the knowledge and skills to refer the inductee to other teachers and educational resources, so that the inductee is exposed to a variety of perspectives and instructional practices.
- **Serve as a resource.** Inform the inductee of opportunities and supports provided by various professional associations.
- Ensure that all aspects and documentation of the induction process have been completed and submitted to the Assistant Superintendent's Office **electronically through Schoology** by established deadlines.
- Ensure that the inductee's Evidence of Professional Growth Documentation is posted in Schoology no later than May 1, 2020 and the final Induction Completion Document is posted in Schoology by May 1, 2020.
 - Evidence of Professional Growth Documentation Includes:
 - All Addendums

- Teacher Induction Reports
- Peer Observation Reflection
- Teacher/Video Observation Reflection
- Participate in a support process for maintaining a mentor/inductee relationship. If an unresolvable issue arises in the mentor/inductee relationship, the inductee or mentor will request to meet with the Building Principal and/or the Assistant Superintendent and the mentor to reach a resolution to the issue.

Principal, Assistant Principal, Education Program Directors:

The responsibilities of the administrator will include, but are not limited to the following:

- Meet with new teacher no less than once/month separate from building meetings to review timely topics and to answer related questions. Topics may include but are not limited to:
 - o Open House procedures
 - o Progress reports
 - o Assessment deadlines
 - o Evaluation of teachers
 - o Conferences with parents
 - o Professional development opportunities
 - o Collegial practices
 - o Program issues
- **Establish a school culture** that is built on collegiality and supports collaboration among new and veteran teachers.
- Ensure reasonable working conditions for the inductee that will promote a successful first year, that might include assigning the inductee to few extra-curricular duties, and a schedule that is compatible with the mentor's schedule.
- **Promote and encourage** opportunities for the inductee to observe exemplary teachers in the building and across the district.
- **Provide support and encouragement** to all new staff by listening and remaining open to new teacher ideas and suggestions regarding school policy, scheduling, personnel, student concerns, and curriculum issues.
- Engage in periodic check-ins with the new staff and/or mentors in their buildings regarding the mentoring progress with full understanding and respect for the confidentiality between mentor and inductee.
- Participate in a support process for maintaining a mentor/inductee relationship. If an unresolvable issue arises in the mentor/inductee relationship, the inductee or mentor will request to meet with the Building Principal and/or the Assistant Superintendent and the mentor to reach a resolution to the issue.

Timeline of Activities/Requirements

Activity / Requirement	Date(s)
Summer Induction Program	August 12-15, 2019
Meeting: Topics in Student Services (WLP Board Room)	October 15, 2019
Teacher Induction Reports Due (Addendum #2) in Schoology	October 15, 2019
Meeting: Parent Teacher Conferences: Training with Building Principals	November 6, 2019
Meeting: Special Topics in Teaching and Learning "The Main Events" (WLP Board Room)	December 4, 2019
Teacher Induction Reports Due (Addendum #2) in Schoology	December 4, 2019
Meeting: Special Topics in Teaching and Learning "Peer Observation" (WLP Board Room)	February 12, 2020
Teacher Induction Reports Due (Addendum #2) in Schoology	February 12, 2020
Peer Observation Reflection Due (Addendum #6) in Schoology	February 12, 2020
Meeting: Special Topics in Teaching and Learning "Video Reflection" (WLP Board Room)	April 15, 2020
Teacher Induction Reports Due (Addendum #2) in Schoology	April 15, 2020
Teacher/Video Observation Reflection Due (Addendum #7) in Schoology	April 15, 2020
EOY Review with Building Principal (Addendum #5) Due	May 1, 2020
Completion of NASD Professional Development Requirements	May 1, 2020
Completion of Induction Completion Document (Addendum #3) and Evaluation of TIP (Addendum #4) Due	May 1, 2020
TIP Reception/Board Recognition (District Office/WLP Board Room)	May 2020 (day TBD)

Requirements of TIP

- All Induction documents must be completed and uploaded to the Induction Schoology group.
- ➤ Attend district-level Induction meetings August through May.
- Attend weekly meetings of Inductee/Mentor September through January and then bi-weekly meetings of Inductee/Mentor from February through May.
- > One peer classroom observation (Addendum #6), in the district, by February 12.
- Completion of Needs Assessment for Teacher Inductees (Addendum #1) during summer induction program.
- Completion of Teacher Induction Reports (Addendum #2) due October 15, December 4, February 12, and April 15.
- Teacher/Video Reflection (addendum #7) by April 15.
- ➤ EOY Review with Building Principal (Addendum #5) by May 1.
- Completion of the Evaluation of TIP Document (Addendum #4) by May 1.
- Mentor completion of Induction Completion Document (Addendum #3) by May 1.

*To document participation in the TIP, a copy of the Checklist of Induction Discussions document together with a copy of the Induction Completion Document will be placed in each inductee's permanent file in the Superintendent's office. The <u>original</u> Induction Completion Document along with a Certificate of Completion will be given to each <u>inductee for their records</u>.

Required Documents

The following pages list the required documents required for the Teacher Induction Program. Copies of these documents will be placed in the current year's folder under **N:/District Office/Professional Development/Teacher Induction Program** and can be used as "fill in" forms. These forms are also posted in **Schoology** in the **Induction group**.

NEEDS ASSESSMENT FOR TEACHER INDUCTEES

(To be completed at Teacher Induction Program)

Inductee's Name:	Mentor's Name:
Inductee's Signature	Mentor's Signature
Building	Date
	inventory your experiences and areas of need. The information our professional growth. Please complete this form and give it to
1. Previous educator experience, including	g student teaching and internship
2. List your three strongest assets as an e	ducator.
3. List your three areas of concern for the	e year.

The NASD Teacher Induction Program is designed to support your professional growth. To help us do so, please rate your current level of concern for the following topics.

	No concern		Somewhat concerned		Very concerned
Expectations					
1. District Curriculum	1	2	3	4	5
2. Grade/Subject area standards for student learning	1	2	3	4	5
3. School/district policies & expectations	1	2	3	4	5
4. Using technology as a tool for learning	1	2	3	4	5
5. Evaluation of teacher performance	1	2	3	4	5
Teaching					
6. Determining student academic ability	1	2	3	4	5
7. Effective use of teaching strategies	1	2	3	4	5
8. Differentiating for individual student differences	1	2	3	4	5
9. Unit and lesson plan design	1	2	3	4	5
10. Effective use of textbooks and curriculum guides	1	2	3	4	5
Classroom Management					
11. Student discipline	1	2	3	4	5
12. Preparation time	1	2	3	4	5
13. Assessing/grading student work	1	2	3	4	5
14. Organization of the classroom	1	2	3	4	5
15. Management of paperwork and reports	1	2	3	4	5
16. Accessing materials, supplies, equipment	1	2	3	4	5
17. The budget for instructional materials	1	2	3	4	5
Relationships					
18. Parents and community members	1	2	3	4	5
19. Principals, administrators, Board of Education	1	2	3	4	5
20. Colleagues	1	2	3	4	5
21. Motivating & rapport with students	1	2	3	4	5
22. Cultural diversity of students	1	2	3	4	5
23. Your number of years of teaching experience					
Other Concerns?					
24	1	2	3	4	5
25	1	2	3	4	5
26	1	2	3	4	5

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TOPICS FOR DISCUSSION

Inductees: Some of these activities may not apply. Please read through the list carefully.

August/September				
Orientation Program	Student Handbook	Copy Machines /Copying Parameters	Field Trip Procedure	
Inductee Needs Assessment	Technology as a learning tool	Curriculum, Standards/Benchmarks	Fire Drills	
Attendance and First Week Attendance	Text Books	Discipline Code	Guidance Counselor/Psychologist	
Faculty Handbook	Safe Schools Plan	Duty Schedules	Seating Arrangements	
Emergency Procedures	Remediation and Enrichment Periods	Faculty Meetings	Lunch Count	
Field Trip Procedure	1st Week Lesson Plans	Grade Book/Grading Procedures	Substitute Plans	
Grading Software	Student Progress Reports	I.E.P.'s/Inclusion	Specialist Schedule	
Lesson Plan Requirements	Resource Materials	Room Preparation	Specialists Roles	
Student Assemblies	Student Publications/Pictures	Instructional Pacing	Back-to-school night	
Medical Alert Lists	Meeting Schedule	Parent Communications	Report Cards	
Grading Procedures	Purchase Orders	Fund Raisers	Professional Development Plan	
Teacher Mailboxes	Policy for students leaving prior to dismissal	Teaming	Professional Portfolios	
District Standardized Testing Schedule (STAR, CDT, etc)	Common assessments	Final Exams	Safety & Security	
	October/	November		
Snow Days/Delays	Professional Development Plan	Cycle of Supervision	Sponsored Events for Families and Students	
Mid-Terms/Finals	Parent-Teacher Conferences	Report cards / Student Progress reports	RtII Process, Referrals, SAP, Child Study	
Lesson Planning	Instructional Practices	Technology Integration	Holiday Activities	
Classroom Management	Parent Volunteers	Curriculum Pacing	Safety & Security	
	Decembe	er/January		
Finals	Keystone Exams	Curriculum Pacing	Cycle of Supervision	
Sponsored Events for Families and Students	Holiday Activities	District Standardized Testing Schedule (STAR, CDT, etc)	Mid-year Evaluation	
Technology Integration/Instructional Practice	RtII Process, Referrals, SAP, Child Study	Student Progress/Report Cards	Safety & Security	
	Februar	y/March		
District Standardized Testing Schedule (STAR, CDT, etc)	PSSA Testing	Cycle of Supervision	Instructional Practices	
RtII Process, Referrals, SAP, Child Study	Classroom Management	Parent-Teacher Conferences	Safety & Security	
	April/N	lay/June		
Final Grades	Parent Communications	Report Cards	Cycle of Supervision	
End-Of-Year Procedures	Award Assemblies	Final Exams/Keystone Exams/ACT/SAT/AP	Collecting Fines	
Field Trip Procedures	End-of-year Evaluation	Safety & Security	Other Topics	

TEACHER INDUCTION REPORT

(Upload into Schoology)

Indu	ctee's Nam	e:	Mentor's Name:
Indu	ctee Signat	ure	Mentor Signature
Build	ling		
		tivities: PD = Pro tion, OT = Other T	ofessional Development, PP = Building/District Policy & Procedures, CI = Curriculum Topic
	Date	Type of Activity	Description of Discussion
Our	next agre	ed upon meetin	g date is:
Prin	cipal's Sigr	nature	Date
Prin	cipal's Cor	nments:	

Nazareth Area School District

INDUCTION COMPLETION DOCUMENT

(To be completed by the Mentor on behalf of Inductee)

(Upload into Schoology and submit original document <u>signed by Mentor only</u> to the Assistant Superintendents Office, Attn: Jennifer Allen for final review prior to Superintendent's signature); **Due May 1, 2020**)

Induc	tee's Name:	Mentor's Name:		
	<u>ACTIVITIES</u>	DATES O	F PARTICIPATION	
I.	District Orientation Sessions			
	Special Topics in Student Services	_		
III.	Special Topics in Teaching and Learning	_		
IV.	Conferencing with Parents Workshop	_		
V.	Mandated Reporting Training (certificate)		
	Suicide Prevention and Awareness Training	-		
	Evaluation of TIP (Addendum #4)	_		
	Completion of Teacher Induction reports	signed by Principal (Adder	 ndum #2)	
	Oct Nov		,	
	Feb Apr			
IX.	Peer Observation in NASD			
	<u>Teacher's Name</u>	School/Building	<u>Date</u>	
1				
Χ.	Teacher/Video Observation Reflection Fo	orm [Date	
XI.	Teacher End-of-Year Review with Building (Addendum #5)	•	Date	
	ertifies that the above named inductee pa ner Induction Program during the 2019-20	· ·	ully completed the requ	uirements of the
	Superintendent's Signature	Mentor's	s Signature	
	Date	Date		

EVALUATION OF PROGRAM

(To be completed by Inductee; Upload into Schoology; Due May 1, 2020)

1.	Did this program provide the support that you needed to r District? Explain.	make the transi	tion to the N	lazareth Area	School
2.	What things would you suggest be added to aid a new tead District?	cher at the Naz	areth Area S	chool	
3.	What changes in the program would you recommend? Cli	ck here to enter	text.		
4.	To what extent were the following objectives met by the p	orogram?			
		<u>Excellent</u>	Good	<u>Fair</u>	
	 Improvement of teaching skills 				
	 Adjustment to district and building standards and methods of operation 				
	 Adjustment to student needs 				
	 Assessment of professional development 				
	Inductee's Signature Date				

Teacher End-of-the-Year Review with Building Principal

(To be completed by Inductee and Principal; Upload into Schoology; Due May 1, 2020)

Teacher's Reflection on the School Year:		
Principal's Comments:		
Principal Signature / Date	Teacher Signature / Date	

Peer Observation of Teaching: Observer Checklist

(Upload into Schoology; Due February 12, 2020)

C	lass: _		Observer:	Lesson	n Topic:	
Student	learnin	g most clos	sely resembles:	Majority Teacher	50% teacher / 50% student	Majority Student
Student	s are ex	pected to:	☐Write ☐Read ☐Copy ☐I ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	nterpret Solve Mo	odel	Justify Move
Yes	No	N/A	Students are thoughtfully en	gaged in academics for	every minute of observation:	
			□ Students follow teacher cu □ Students ask clarifying que	ies 100% of the time.	□ Students respond success □ Other	sfully to cold call.
Yes	No	N/A	Learning objective is clearly p	posted and is clear, mea	isurable and achievable.	
Yes	No	N/A	Lesson is tight, moving at a c	hallenging pace, with n	either time nor space for studen	ts to be off-task.
Yes	No	N/A	Teacher formally and / or inf	ormally checks for stud	ent understanding. (Q&A? Quiz?	? Exit ticket?)
Yes	No	N/A	Teacher uses technology, res	sources or board to effe	ectively support and clarify instru	iction.
Yes	No	N/A	Students are working with claplace.	ear, age-appropriate dir	rections and expectations. Classr	room procedures are in
Yes	No	N/A	Teacher recognizes positive student contributions to class and provides clear, meaningful feedback to encourage continued work.			
Yes				respect and affirm		
Yes	Yes No N/A If another teacher is in the room, interaction with second adult is purposeful.					
Yes	No	N/A	If another teacher is in the ro	oom, both teachers are	interacting with students in mea	aningful ways.
Yes	No	N/A	Classroom is neat and walls r	reflect current curricular	r topics and outstanding student	t work.
Yes	No	N/A		and method of instruct	tion; knowledge of various learn	ing styles is evident.
			Learning Experience	Collaborative Work	Differentiation	Other
			Multi-sensory materials	Pairs	Tiered texts	Accommodated work
			☐ Kinesthetic activity☐ Technology / media	Small groups Stations	☐ Tiered assignments☐ Student choice	Modified work
			Visual aids	Seminar	Conferencing	
			Lab	Student presentation		
				Debate	Performance task	

NOTES: Click here to enter text.

	I
Things I can't wait to use in my class tomorrow:	Things to Ponder (or things about which I'm pondering):
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
REFLECTION : (Provide a one page reflection of your peer	reflection experience)
	,
Click here to enter text.	
Click here to enter text.	
Click here to enter text.	
N.B: All notes are strictly confidential; the brief sum	
N.B: All notes are strictly confidential; the brief sum	
Click here to enter text.	
N.B: All notes are strictly confidential; the brief sum	
N.B: All notes are strictly confidential; the brief sum	
N.B: All notes are strictly confidential; the brief sum	
N.B: All notes are strictly confidential; the brief sum Superintendent.	mary does not go beyond the observer-Assistant
N.B: All notes are strictly confidential; the brief sum	mary does not go beyond the observer-Assistant

TEACHER/VIDEO OBSERVATION REFLECTION FORM

(Upload into Schoology; Due April 15, 2020)

Teacher: Click here to enter text. Date:
Content: Click here to enter text.
What I'm observing for today (connected to Danielson Framework Domain 2 and 3):
Click here to enter text.
Click here to enter text.
Click here to enter text.
Write down the core actions or language you observed. Be specific!
Series de la Constantina del Constantina de la C
Click here to enter text.
Summarize the 3 strengths of the lesson (be specific).Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
Apply the Danielson Framework Domain 2 and 3. What areas are you currently struggling with (be specific)? Click here to enter text.
➤ What are the Key Actionable Changes you will implement to grow? Click here to enter text.