



INDUCTION PLAN

Induction Council Approved: March 22, 2017

Board Approved on July 10, 2017

***To be Submitted to PDE via the Comprehensive Plan Web Application November 2017**

Submitted for and with the cooperation of:

Blue Mountain School District

Minersville Area School District

North Schuylkill School District

Pine Grove Area School District

Pottsville Area School District

Saint Clair Area School District

Schuylkill Haven Area School District

Shenandoah Valley School District

Tamaqua Area School District

Tri-Valley School District

Williams Valley School District

Schuylkill Technology Centers

Schuylkill Intermediate Unit Special Education Program

Pre-K Counts - Child Development, Inc.

Pre-K Counts - Dawn to Dusk Learning and Childcare Center

I. Goals/Objectives:

Goal:

This program provides a series of planned experiences, activities, and studies designed to increase the beginning teacher's knowledge and improve his or her teaching skills; thereby, helping to facilitate an orderly and successful passage for that teacher through his or her initial teaching period.

Objective:

1. To emphasize the importance of and review the Code of Professional Practice and Conduct for Educators.
2. To familiarize teachers with local policies and procedures.
3. To provide certification and contractual information.
4. To provide information, training, and on-going technical assistance in the following areas:
 - a. Classroom Management
 - b. Classroom Organization and Arrangement
 - c. Confidentiality
 - d. Cultural Competence
 - e. Curriculum Development
 - f. Data Analysis and Interpretation
 - g. Diverse Learner Strategies
 - h. Educational Technologies
 - i. Interpersonal Skills and Relations:
 - i. Teacher to teacher
 - ii. Teacher to student
 - iii. Teacher to administrator
 - iv. Teacher to parent/guardian
 - j. Materials and Supplies Acquisition
 - k. Parent/guardian/community Involvement
 - l. Pupil and Teacher Support Services
 - m. Pupil Grading and Assessment
 - n. Pupil Motivation and Incentive Systems
 - o. Professionalism: dress/manners/image
 - p. Professional Growth and Development
 - q. Record Keeping
 - r. Safety and Crisis Planning
 - s. Special Education Procedures and Teacher Responsibilities

II. Local District Teacher Induction Organizational Structure:

Board:

- Approves local program.

Superintendent:

- Approves local program.
- Appoints Intermediate Unit Induction Council Representative.
- Certifies completion of Induction Program by the inductee.

Intermediate Unit Induction Council Representative:

- Serves on Intermediate Unit Induction Council.
- Represents local concerns in the Plan.
- Assists in the planning of the Intermediate Unit wide Plan.
- Orients district participants to the process.
- Orients new administrator to plan.

Principal:

- Implements induction process within their building in conjunction with the Intermediate Unit.
- Meets role and responsibilities as defined in Section IV and V.
- Designates collection of induction files.

Mentor:

- Attends Intermediate Unit Mentor Training Workshop.
- Meets role and responsibilities as defined in Sections IV and V.

Inductee:

- Attends the Inductee Training Workshops.
- Meets role and responsibilities as defined in Section V.

III. List Membership (by title) of the Induction Organizational Structure:

Intermediate Unit Council:

- Intermediate Unit Educational Services Supervisor
- Participating School District Induction Coordinators and Pre-K Counts Administrators
- Schuylkill Technology Center Induction Coordinator
- Special Education Induction Coordinator

School District Building Level Team:

- District Superintendent or Assistant
- District Coordinator (appointed by Superintendent)
- Building Principal or Assistant
- Mentor Teacher Team

- Inductee

IV. Describe Briefly the Selection and Role of the Mentor:

Mentor Selection Criteria

School district administration will select support mentors according to recommended criteria, which may include:

- Similar certification and assignment.
- Outstanding work performance.
- Models continuous learning and reflection.
- Knowledge of district / school policies, procedures and resources.
- Ability to work effectively with students and other adults.
- Willingness to accept additional responsibility.
- Mentor training or previous experience.
- Compatible schedules so the mentor and inductee can meet regularly.

V. List Responsibilities of Each Component of the Organizational Structure:

Role and Responsibilities of Intermediate Unit Induction Council:

- Develop, submit, and update the Induction Plan utilizing the annual program evaluations and other appropriate data.
- Coordinate district activities with Intermediate Unit wide activities.
- Serve as liaison between the district and Intermediate Unit Program.
- Secure necessary approvals at the local level for plan submission.
- Suggest curriculum, resources, and activities that the Intermediate Unit may provide to meet local induction needs.
- Provide collaboration time for mentors and inductees.
- Provide district with list of inductees who have completed the program.

Role and Responsibilities of Building Level Mentor Team:

Principals/Supervisors - It shall be the responsibility of the Principals/Supervisors to:

- Insure the overall administration of the induction process in their building.
- Submit progress reports to the superintendent.
- Select and train support teachers.
- Orient faculty to induction process.
- Orient first year teachers to building level management functions and support services.
- Formally assure that orientation to building level management functions and support services has been carried out.

Mentor- It shall be the responsibility of the mentor to:

- Establish rapport as a support person(s).
- Assist the new teacher in identification of most immediate and pressing needs (New Teacher Needs Assessment – Appendix C).
- Suggest ways to organize and manage the classroom.
- Suggest ways to plan for instruction.
- Arrange peer-support, teacher exchange visits and feedback.
- Suggest group procedures for instruction.
- Help with ways to teach curriculum.
- Help with all aspects of the teaching process.
- Serve as a sounding board.
- Help obtain available resources (materials and support services).
- Meet with inductee regularly the first year and as needed thereafter.

Role and Responsibilities of the Inductee:

Inductee - It shall be the responsibility of the inductee to formally fulfill all the requirements for induction that include:

- Complete and submit all forms including Program Record, Program Evaluation and Needs Assessment to mentor and district administration.
- Attend all scheduled trainings and meetings.
- Keep a log detailing their experiences during the induction process.
- Seek the aid of their supervisor should serious conflicts arise between the first year teacher and the mentor.
- Utilize the expertise of the mentor on a regular basis.

VI. Topics/Activities to be Covered for Inductees:

Intermediate Unit Level:

Inductee Training Workshop

Each inductee will be expected to attend workshops sponsored by the Intermediate Unit. These workshops are mandatory for completion of the induction process. The workshops will be held throughout the year and will include, but not be limited to, topics for effective teaching:

- Concept of Induction and Level II Certification
- Code of Professional Practice & Conduct for Educators
- Elements of Effective Instruction
- Classroom Management/Discipline
- School Safety
- Assessment/Student Evaluation
- Child Development
- Sexual Harassment & Mandatory Reporting
- Inclusive Practices
- Diverse Learners

- Data Informed Decision Making
- Technology Integration and Resources
- PDE Initiatives: SAS, PA CCSS, RtII, etc.

Mentor Training Workshop

Prior to the start of school, the mentor will attend a workshop on how to be an effective mentor. The workshop topics may include but are not limited to:

- Goals of the process
- Review of legal requirements
- Review of Induction Plan
- Review of record keeping procedures
- Topics for local consideration
- Responsibilities of being a “good mentor”
 - Communication and listening skills
 - Coaching and conferencing skills
 - Problem solving skills
 - Knowledge of adult learning and development

Local District Level:

Since local programs vary greatly, each district/program will select topics from this list to include in the local induction program. Districts/programs are encouraged to add topics to this list and/or provide additional clarification as needed.

| District PreK-12: | Early Intervention/Pre-K Counts: |
|--|---|
| 1. Discipline | 1. Discipline |
| 2. Classroom Management | 2. Classroom Management |
| 3. Corporal Punishment | 3. Corporal Punishment |
| 4. Student Rights and Responsibilities | 4. At Home Activities/Family Involvement |
| 5. Grading | 5. Employee Handbook |
| 6. Retention | 6. Family Handbook |
| 7. Homework Policy | 7. Confidentiality |
| 8. Teacher Handbook | 8. Code of Employer/Employee Relations |
| 9. Student Handbook | 9. Materials Acquisition |
| 10. Confidentiality | 10. Requisition Procedures |
| 11. Chain of Command | 11. Attendance Procedures –Staff/Children |
| 12. Materials Acquisition | 12. Daily and Work Schedules |
| 13. Requisition Procedures | 13. Extra Duties |
| 14. Attendance Procedures | 14. School Safety – Bus, Pedestrian, First Aid, emergency Plans |
| 15. Schedule | 18. School Closings |
| 16. Extra Duties | 19. Record Keeping |
| 17. School Safety | 20. Home/School Communications Procedures |
| 18. School Closings | |
| 19. Record Keeping | |
| 20. Home/School Communications | |

| | |
|--|---|
| <p>Procedures</p> <ol style="list-style-type: none"> 21. Conference Procedures 22. Internal Communications 23. Distance Learning 24. Curriculum Development 25. Textbook/Resource Materials 26. Community Resources 27. Field Trip Procedures 28. Library Services 29. Pupil Support Services 30. Federal Programs 31. PA Academic Standards/Assessment Anchors 32. Assessment/Analysis 33. STC Program 34. Enrichment/Gifted Program 35. Transportation 36. Code of Professional Practice and Conduct for Educators 37. Others unique or appropriate to the district | <ol style="list-style-type: none"> 21. Conference Procedures 22. Internal Communications 23. Professional Development 24. Curriculum Development 25. Textbook/Resource Materials 26. Community Resources 27. Field Trip Procedures 28. Library Services 29. Pupil Support Services, Referrals, Mental Health 30. Federal Programs 31. Early Childhood Education Standards 32. Assessment/Analysis: Ages/Stages/Work Sampling/OUNCE 33. Transportation 34. Code of Professional Practice and Conduct for Educators 35. Others unique or appropriate to the organization |
|--|---|

VII. Plans for Evaluating Program and Maintaining Records:

Inductee and mentor teams will complete an Induction Program Record (Appendix A) and submit the record to the chief school administrator upon completion of the induction period. The inductee should also complete the Program Evaluation form (Appendix B) and the Needs Assessment form (Appendix C) and submit to mentor and district administration at the beginning of the school year. It is suggested that inductee maintain a copy of all forms.

Records of Induction Program completion will be kept on file in each school's administrative office. Each district's administrative team and Induction Council representative will review completed Program Evaluations and submit to the Induction Council in verbal or written form a summary of the district evaluation. Updates and revisions will be made to the Induction Program as necessary as shown through the program evaluations and Induction Plan updates from the Pennsylvania Department of Education.

Induction Program Record (District PreK-12)

Inductee: _____ Mentor: _____

A. Activities to be completed by inductee:

| Activity | Signature of Mentor/Administrator/Induction Council Representative/IU Representative |
|---|--|
| 1. Attend district orientation | |
| 2. Attend scheduled IU Workshops | |
| a. August Orientation Day 1 | |
| b. August Orientation Day 2 | |
| c. IEPs and Special Education | |
| d. Data Informed Decision Making | |
| e. Diverse Learner Strategies | |
| f. Technology Integration | |
| 3. Meet with mentor on a regular basis | |
| 4. Complete and submit Program Record | |
| 5. Complete and submit Program Evaluation | |
| 6. Complete and submit Needs Assessment | |

****Mentor and Inductee are expected to discuss each area listed below in context of current position as well as possible future positions. Mentor should initial/date as each topic listed below is covered in planned meetings.**

| DATE | TOPIC | DATE | TOPIC |
|-------|--|-------|---|
| _____ | Discipline | _____ | Textbook/Resource Materials |
| _____ | Classroom Management | _____ | Community Resources |
| _____ | Corporal Punishment | _____ | Field Trip Procedures |
| _____ | Student Rights & Responsibilities | _____ | Library Services |
| _____ | Grading | _____ | Pupil Support Services |
| _____ | Retention | | a. guidance |
| _____ | Homework Policy | | b. nurse |
| _____ | Teacher Handbook | | c. home/school visitor |
| _____ | Student Handbook | | d. psychologist |
| _____ | Confidentiality | | e. referral services |
| _____ | Chain of Command | | f. special education services |
| _____ | Materials Acquisition & Requisition Procedures | | g. ESL |
| _____ | Attendance Procedures | _____ | Federal Programs |
| | | | i.e. Title I, II, III |
| _____ | Schedule | _____ | PA Common Core State Standards/Assessment Anchors |
| _____ | Extra Duties | _____ | Standardized Tests |
| _____ | School Safety | _____ | Assessment Analysis |
| _____ | School Closings | _____ | Schuylkill Technology Center Program |
| _____ | Record Keeping | _____ | Enrichment/Gifted Program |
| _____ | Home/School Communications | _____ | Transportation |
| _____ | Procedures | _____ | Code of Professional Practice and Conduct for Educators |
| _____ | Conference Procedures | _____ | Certification/Contractual Information |
| _____ | Internal Communications | _____ | Others Unique or Appropriate to the District |
| _____ | Distance Learning | | |
| _____ | Curriculum Development | | |
| | a. procedure | | |
| | b. planned | | |

The signatures below certify that the above named inductee has completed the requirements of the Induction Program.

District Name _____ Mentor _____

Supervisor/Principal _____ Date _____

Superintendent _____ Date _____

Induction Program Record (Early Intervention/PreK Counts)

Inductee: _____ Mentor: _____

A. Activities to be completed by inductee:

| Activity | Signature of Mentor/Administrator/Induction Council Representative/IU Representative |
|---|--|
| 1. Attend Program Orientation | |
| 2. Attend scheduled IU Workshops | |
| a. August Orientation Day 1 | |
| b. August Orientation Day 2 | |
| c. IEPs and Special Education | |
| d. Data Informed Decision Making | |
| e. Diverse Learner Strategies | |
| f. Technology Integration | |
| 3. Meet with mentor on a regular basis | |
| 4. Complete and submit Program Record | |
| 5. Complete and submit Program Evaluation | |
| 6. Complete and submit Needs Assessment | |

****Mentor and Inductee are expected to discuss each area listed below in context of current position as well as possible future positions. Mentor should initial/date as each topic listed below is covered in planned meetings.**

| DATE | TOPIC | DATE | TOPIC |
|-------|---|-------|---|
| _____ | Discipline | _____ | Textbook/Resource Materials |
| _____ | Classroom Management | _____ | Community Resources |
| _____ | At Home Activities/Family Involvement | _____ | Field Trip Procedures |
| _____ | Employee Handbook | _____ | Library Services |
| _____ | Family Handbook | _____ | Pupil Support Services |
| _____ | Confidentiality | _____ | a. referrals |
| _____ | Code of Employer/Employee Relations | _____ | b. mental health |
| _____ | Materials Acquisition & Requisition Procedures | _____ | Federal Programs |
| _____ | Attendance Procedures: Staff/Children | _____ | i.e. Title I, II , III |
| _____ | Daily and Work Schedules | _____ | PA Early Childhood Education Standards |
| _____ | Extra Duties | _____ | Assessment Analysis |
| _____ | School Safety: Bus, Pedestrian, First Aid, Emergency Plan | _____ | a. Ages & Stages |
| _____ | School Closings | _____ | b. Work Sampling |
| _____ | Record Keeping | _____ | c. OUNCE |
| _____ | Home/School Communications Procedures | _____ | Transportation |
| _____ | Conference Procedures | _____ | Code of Professional Practice and Conduct for Educators |
| | | _____ | Certification/Contractual Information |
| | | _____ | Curriculum Development |
| | | _____ | Internal Communications |
| | | _____ | Professional Development |
| | | _____ | Others Unique or Appropriate to the organization |

The signatures below certify that the above named inductee has completed the requirements of the Induction Program.

School District/Organization Name _____

Supervisor/Principal _____ Date _____

Superintendent/CEO _____ Date _____

Program Evaluation:

Inductee: Complete and discuss with mentor

Mentor: Discuss with inductee; make 2 copies (one for principal and one for District Induction Council representative)

1. Did this program provide the support that you needed to make the transition to your position in this district? Explain.
2. What topics would you suggest be added to aid an incoming teacher?
3. What changes in the Induction Program would you recommend?
4. To what extent were the following objectives met by the program?

| OBJECTIVES | 5 Excellent | 4 Very Well | 3 Average | 2 Poor | 1 Objectives not met |
|---|------------------------|------------------------|----------------------|-------------------|-------------------------------------|
| To familiarize teachers with the Code of Professional Practice and Conduct for Educators. | | | | | |
| To familiarize teachers with local policies and procedures. | | | | | |
| To provide certification/contractual information. | | | | | |
| To provide information, training, and on-going technical assistance. | | | | | |

Inductee Name _____ Date _____

School District _____

NAME _____ DISTRICT _____

New Teacher Needs Assessment

This survey component asks you to indicate the type of training that is needed to satisfy your present or anticipated job responsibilities. Once complete, share with your mentor and then your mentor will provide copies to the principal and Induction Council representative in order to guide your district level program.

Your options are:

Low Need I can demonstrate the skill or have strong knowledge of the topic. I do not feel that further training is necessary; or the skill is not appropriate in my current position.

Moderate Need I need awareness training that could help me become more familiar with this skill or topic.

High Need I need proficiency training that could help me use the skill or topic in an acceptable manner and under appropriate conditions.

Place an "x" under the column that most accurately reflects your level of need in the following areas.

| | Low Need | Moderate Need | High Need |
|-----------------------------------|-----------------|----------------------|------------------|
| Discipline | | | |
| Classroom Management | | | |
| Corporal Punishment | | | |
| Student Rights & Responsibilities | | | |
| Grading | | | |
| Retention | | | |
| Homework Policy | | | |
| Attendance Procedures | | | |
| Schedule | | | |
| Student Handbook | | | |
| Confidentiality | | | |

| | | | |
|--|--|--|--|
| Record Keeping | | | |
| Home School Communications Procedures | | | |
| Internal Communications | | | |
| Distance Learning | | | |
| Curriculum Development | | | |
| Textbook/Resource Materials | | | |
| Community Resources | | | |
| Field Trip Procedures | | | |
| Library Services | | | |
| Pupil Support Services | | | |
| Federal Programs | | | |
| PA Common Core State Standards/ Assessment Anchors/ Standardized Tests | | | |
| Assessment/Analysis | | | |
| Schuylkill Technology Center | | | |
| Enrichment/Gifted Program | | | |
| Transportation | | | |
| Code of Professional Practice and Conduct for Educators | | | |