

WELLSBORO AREA SCHOOL DISTRICT

NEW TEACHER INDUCTION PROGRAM 2021-2024

Board Approved:

Welcome to Wellsboro Area School District

1. Philosophy

Beginning teachers, long-term substitute teachers, and teachers new to the Wellsboro Area School District need assistance in their assimilation into our district. Through a mentoring relationship, these new teachers will learn effective classroom management, instructional techniques, planning, role expectations, rules of the system, and proper relationships with various support staff members, students, and parents.

2. Goals and Objectives

A. Goals: The goals of the Wellsboro Area School District and BLaST IU #17 collaborative induction plan include:

- ❖ The Code of Professional Practice and Conduct for Educators
- ❖ The orientation to the Wellsboro Area School District community including policies, procedures, and resources
- ❖ To provide job-embedded activities related to areas pertinent to beginning teachers
- ❖ To promote a culture of continuous learning with a growth mindset
- ❖ Incorporate authentic learning experiences applicable to teaching using: relevant content, authentic assessments, self-reflection, and curriculum alignment.

B. Objectives:

- ❖ Develop and improve
 - instructional and classroom management skills
 - Knowledge of district and building policies and procedures
 - Awareness of student needs
 - Awareness of various support services
 - Self-reflection and assessment of his/her professional development

3. District Responsibilities

A. Superintendent will:

- ❖ Ensure completion of new teacher induction program by all eligible staff
- ❖ Orient first year teachers to major school district policies
- ❖ Submit reports to the Department of Education as required
- ❖ Maintain new teacher induction documentation identifying program completion
- ❖ Provide each successful inductee with a letter of completion and place a copy in their respective personnel file
- ❖ Evaluate the process on an annual basis using the evaluations of the program submitted by the participants.

B. Principals will:

- ❖ Provide building orientation sessions
- ❖ Meet with inductee and inductee mentor during the year as needed
- ❖ Make every effort to provide flexible time for mentor/inductee observations and consultations
- ❖ Certify successful completion of each inductee to the Superintendent
- ❖ Ensure open lines of communication between all parties are maintained.

4. Induction Council

A. Membership:

- ❖ Superintendent
- ❖ Principals
- ❖ Mentors

B. Purpose of Induction Council:

- ❖ Coordinate district induction program
- ❖ Evaluate and recommend improvement to the district induction program
- ❖ Resolve any issues presented from both the mentor and inductee
- ❖ Identify training needs of inductee and mentor

5. Mentor

A. Selection Criteria:

- ❖ Five years of successful teaching experience within the district
- ❖ Instructional II Certificate
- ❖ Assigned to the same building as the inductee whenever possible
- ❖ Subject area and/or grade level appropriate to the inductee, whenever possible
- ❖ Firm understanding of instructional and classroom management techniques
- ❖ Willingness and desire to serve.

B. Selection Procedure:

- ❖ Principals will submit a list of nominees to the Superintendent
- ❖ Superintendent will select the mentor from the above list and submit a name for approval based on the needs of the inductee.

C. Role of the Mentor:

- ❖ Establish a rapport with the inductee
- ❖ Introduce inductee to professional organizations and groups
- ❖ Assist the inductee in implementing the district curriculum, policies, and procedures
- ❖ Assist the inductee with the preparation for the first day of school
- ❖ Meet formally/informally with the inductee a minimum of one day a week for the first semester and then may meet bi-weekly during the second semester through the approval of the building principal
- ❖ Visit inductees classroom bi-weekly to provide assistance as needed
- ❖ Orient inductee to classroom procedures. Examples; fire drill procedures, off-site evacuation, lockdown, and so on
- ❖ Review budget process
- ❖ Complete evaluation of program form (Attachment E)
- ❖ Complete new employee orientation checklist (Attachment F)
- ❖ Arrange for visitations for inductee to observe other teaching styles and programs, a minimum of once per 9 weeks Special attention will be paid to:
 - A. Physical preparation of the room
 - B. Classroom management
 - C. Classroom atmosphere/climate
 - D. Discipline
 - E. Lesson planning and preparation

- F. Presentation techniques
- G. Questioning techniques
- H. Student/teacher interaction

D. Compensation and Orientation:

- ❖ Mentors shall receive compensation as specified in the current contract agreement
- ❖ Mentors will receive orientation with the inductees

6. Inductee

A. Definition:

- ❖ Inductee is a teacher who is a first-year teacher
- ❖ Inductee is a teacher who is newly assigned to Wellsboro Area School District
- ❖ Inductee is a teacher who is a long-term substitute (minimum of 1 full semester) newly assigned to the position

* The District induction council may modify portions of the induction program for experienced teachers who are felt to have completed certain portions

B. Role of Inductee:

- ❖ Attend all scheduled meetings
- ❖ Record formal/informal meetings during the induction process on appropriate document (Attachment A)
- ❖ Maintain a journal of their experiences during the year, recording impressions and reflections
- ❖ Participate in all building and district in-service activities
- ❖ Visit other classrooms to observe other teaching techniques and programs, a minimum of once per quarter
- ❖ Communicate with your respective administrator if lack of rapport/support arises between themselves and their mentor

C. Training/Orientation:

- ❖ Inductee will receive a teaching schedule and a student handbook
- ❖ Inductee will attend schedule orientation session(s) prior to the first in-service day
- ❖ Inductee will visit and evaluate a program within their certified area, in another district, that is agreed upon by the mentor and administrator
- ❖ Inductee is encouraged to videotape one or more lessons for self-evaluation purposes

- ❖ Inductee will receive a copy of the Code of Professional Practice and Conduct for educators

7. Suggested Topics/Activities for Inclusion in the Induction Program

- ❖ School District vision and goals
- ❖ School Board policies
- ❖ District counseling services
- ❖ Special education services
- ❖ Health services
- ❖ Technology (Attachment C)
- ❖ Personnel/payroll procedures
- ❖ Personal/Professional community resources
- ❖ Teacher observation
- ❖ Teacher evaluation
- ❖ Teaching methodology and techniques
- ❖ Curriculum/Resources
- ❖ Recordkeeping
- ❖ Discipline policy
- ❖ Classroom management
- ❖ Parent/teacher conferences and relationships
- ❖ Certifications (Up-to-date, Level 2, TIMS)
- ❖ District/Building level handbooks
- ❖ PDE/District curriculum standards
- ❖ Budget/Purchasing procedures
- ❖ Other

8. Criteria for Completion

- A. Evaluation forms completed by inductee (Attachment D) and mentor
- B. Appropriate check sheets/lists, signature pages, and journals completed
- C. Appropriate PDE paperwork completed and approved by the inductee and verified by the Superintendent (Professional Certification Application PDE 338 G)

III. Inductee Classroom Visitation Documentation (Attachment B)

Visitation Date	Teacher Observed	Topic/ Lesson	Comments	Observed Teacher's Initials

IV. General Comments/Suggestions about the Induction Program:

Inductee Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

*This certifies that the above-named inductee has successfully completed the requirements of the teacher induction program of the Wellsboro Area School District.

**Helpful Information Regarding Technology:
(Attachment C)**

1. Network Login- Our Tech. Department will supply you with a username, email, and password and your username will generally be your first initial and entire last name, for example, Jane Doe's username would be jdoe. Your email will be username@wellsborosd.org, for example jdoe@wellsborosd.org. If you have questions or concerns you can reach the tech department help desk @ x1025.
2. Google Account- All staff get a GMail/Google Apps login, it will generally look like username@wordtotheboro.org, for example jdoe@wordtotheboro.org. Your network password and your Google password are synced together.
3. All documents should be saved either to a Google Drive or our internal network which is defined as your "H" Drive.
4. WASDocs- Important District forms and paperwork can be located on your desktop under the WASDocs toolbar.
5. Tech Help- Please submit a web ticket to the tech department when needing technical issues resolved. This document can be found on our WASDocs list under everyone and click on "SpiceWorks" or emailed to the Technology Help Desk in the address book.
6. KeyNet- PO/Requisitions
7. PAETEP- This is the website that our District utilizes for teacher evaluations and submission of your Student Learning Objectives (SLO's). <https://www.paetep.com/wellsboro>. Please contact your principal/ supervisor with any questions regarding PAETEP.
8. Webpage- www.wellsborosd.org. You will need to login into your account to create and update your teacher webpage. Once on the District webpage, click your school and then login with your network login.
9. Sapphire- This is our Student Information System (SIS). This is where you will enter grades, post assignment, create discipline referrals, and take attendance. Go to our District website and scroll to the bottom and click on the SIS button. This will take you to the login page. Your Sapphire login is the same as your network login.

*This should all occur day 1 with our tech guys working with new teachers

WASD EVALUATION OF PROGRAM- INDUCTEE (Attachment D)

1. Did this program provide the support that you needed to make the transition to the Wellsboro Area School District? Explain.
2. What items would you suggest being added to aid an incoming teacher?
3. What changes in the program would you recommend?
4. To what extent were the following objectives met by the program?

	Good	Fair	Poor
Improvement of instructional skills	_____	_____	_____
Improvement of classroom management skills	_____	_____	_____
Assimilation of district and building policies and procedures	_____	_____	_____
Awareness of students' needs	_____	_____	_____
Awareness of various support services	_____	_____	_____
Assessing his/her professional development without penalty	_____	_____	_____

COMMENTS:

Name: _____

Date: _____

WASD EVALUATION OF PROGRAM- MENTOR (Attachment E)

1. Did this program help you provide adequate support to the inductee?
Explain.

2. What items would you suggest be added to aid the incoming teacher?

3. What changes in the program do you recommend?

4. To what extent were the following objectives met by the program?

	Good	Fair	Poor
Improvement of instructional skills	_____	_____	_____
Improvement of classroom management skills	_____	_____	_____
Assimilation of district and building policies and procedures	_____	_____	_____
Awareness of students' needs	_____	_____	_____
Awareness of various support services	_____	_____	_____
Assessing his/her professional development without penalty	_____	_____	_____

COMMENTS:

Name: _____ Date: _____

NEW EMPLOYEE ORIENTATION Professional Staff

Employee Name _____ Date _____
Position _____ School _____
Date of Hire _____

Objective – To provide information and orient the employee to Wellsboro Area School District, community, work site and environment.

1. Superintendent (or designee) will review the below items:

- Welcome to Wellsboro Area School District
- Mission and Vision
- Organization Chart
- District Calendar
- Policies and procedures—Confidentiality, Fraud
- Employee Handbook/Contract
- Notify district training coordinator of any new hires
- School & Community Demographics

Signature of Superintendent _____

2. Technology Department

- Website Login
- KeyNet Login
- Sapphire (SIS) Login
- PAETEP Login
- Computer system Login
- WASDocs
- SpiceWorks Utilization (Web ticket)
- Get Picture for Badge and obtain badge
- Sign Internet/Computer Usage form
- District Cell Phone (if applies)

Signature of Tech _____

3. Payroll Department will review Payroll/Benefits:

- Timesheet/Leave Form
- W-4, I-9, Direct Deposit Form
- Payroll Dates
- Health Insurance/Dental/Vision/Life Insurance Books/Summary
- Health Savings Account
- 403B options
- PSERS Retirement
- Vacation/Sick/Personal Time
- Holidays
- FMLA
- Injury Report

Signature of Payroll _____

4. Supervisor will review the below items:

- Show work area/office
- Job description
- Obtain building keys
- Tour of Building – location of restroom & lunchroom
- Introductions to other co-workers
- Explain the use of: telephone, mail procedures, email, supply procedures, copy and fax machine
- Email address
- Show how to access computer system
- Explain the hours of work, overtime procedures, and call-in procedures.
- Parking/parking permit
- Give the new employee any relevant telephone numbers.
- Building security entrance procedures
- Evaluations/SLO
- Expectations

Signature of Supervisor _____

5. Follow Up – Supervisor (To occur on the October in-service day):

- Schedule a follow up meeting with new employee
- Discuss any issues or concerns
- Any questions
- Provide feedback on employee's performance

Signature _____