

Induction Plan

Introduction

This Induction Program was developed by, and for, the Elizabethtown Area School District, Elizabethtown, Pennsylvania, pursuant to Section 49.16, Chapter 49, Title 22 of the Pennsylvania School Code.

In many ways, the initial year of employment may be the most important in determining success in the district. Trained men and women bring certain skills and attitudes to their initial work as teachers but many other factors contribute to their actual classroom performance and their overall experience as professional educators.

If these contributing factors are generally positive, supportive, and constructive, the teacher - assuming he/she already possesses a reasonable degree of pedagogical skills -- will most often experience success in the classroom and happiness in his/her work. Such success and happiness are vital in the development of a competent "career teacher."

If, on the other hand, the factors which influence a teacher's initial year in the District are negative, demoralizing, and lead to frustration, the teacher has less opportunity and desire to become the competent "career teacher" which our schools and students need.

The Elizabethtown Area School District's Teacher Induction Program is designed to assure that inductees will receive the assistance and support needed to make their first year here a pleasant and successful one. In addition to frequent contact with the support teacher and building administration, all inductees will be observed by administrators from outside their building. The multievaluator observations occur in October and February. Through a series of planned developmental activities, and the assistance of the "support teacher," the District, through its Induction Program, intends to provide the guidance and help needed by our beginning teachers to make their first year in the district a productive and enjoyable experience.

Goal and Objectives

The goal of this Induction Program is to provide a series of planned activities and experiences designed to increase knowledge and skills, especially as they relate to newly employed professionals in the Elizabethtown Area School District. Through the various components of this Induction Program, the inductee will:

1. Be informed of policies and expectations relevant to one's first year as a professional employee in this District.
2. Be introduced to the professional performance standards applicable to all District professional employees.
3. Become aware of this districts' educational program and support services.
4. Be advised of the policies, practices, procedures, and curriculum of the school in which they serve, particularly as they relate to the inductee's professional assignment.
5. Be given appropriate recognition relative to this Induction Program. Such recognition will also be afforded to participating support teachers.

Inductee/Mentor Relationship

Inductee

Eligibility Criteria:

- All professional employees who have less than one year's experience in the Elizabethtown Area School District

Responsibilities:

- Fulfill requirements of the Induction Program
- Attend all scheduled meetings
- Seek aid of the support teacher as needed
- Report any problems with the inductee/mentor relationship to the building principal in a timely manner

Mentor

Definition: a professional employee who willingly works with an inductee to carry out the Induction Program

Criteria:

- certified
- at least three (3) years of satisfactory service in this District
- recognized by their peers and accepted by administration as a positive and professional representative of the District
- desire to serve
- support teacher-inductee relationship should be compatible

Selection Process:

- must meet criteria
- volunteer
- building administrator pairs inductee(s) with support teacher(s)
- support teacher notified by administrator prior to beginning of school year

Orienting:

- support teacher(s) will be trained prior to the start of new school year
- orientation to be conducted by administrative members of the District

Responsibilities:

- meet with inductee prior to start of school year
- promote the socialization of the inductee into the school environment
- review teacher handbook
- assist inductee in learning building procedures
- be available to assist in classroom management and techniques of instruction and to meet immediate needs of inductee
- complete predetermined tasks on schedule (as defined in Induction Program)
- attend induction meetings as needed
- report any problems with the inductee/mentor relationship to the building principal in a timely manner

Individual Differences

It is recognized that teachers bring to the school setting a wide variety of backgrounds, training, and experiences. These variables will, to some extent, affect the amount of time and effort required of the inductee, and support teacher, in completing the induction program in this District. These individual differences will be accommodated in one or more of the following ways:

- varying the number of topics presented at any meeting
- varying the amount of time devoted to developing the topics presented throughout the program
- providing for review if/when needed
- varying the distribution, as well as time, of the contacts between inductees and support teachers
- varying the content, and frequency, of administrative contacts with inductees
- arranging for professional leave in order for the inductee to observe experienced teachers

Continuous Assistance

The relationship between the inductee and the support teacher is ongoing and viewed as critical to the success of the Induction Program. When possible, the inductee and his/her support teacher will have teaching assignments which place them in close proximity to each other. This will facilitate frequent opportunities for mutual questioning and discussion. These discussions will be directed by the needs of the inductee, as perceived by either the inductee or the support teacher, and the design of the induction program itself. The inductee/mentor relationship is a critical component of the EASD induction program; therefore, any problems should be discussed with the building principal in a timely manner.

Induction Log

To be eligible to receive the Instructional II Certificate (i.e. permanent certification) an applicant must complete, among other things, a Pennsylvania Department of Education-approved Induction Program. To verify completion of this program in Elizabethtown Area School District, it is necessary to accurately maintain a log as appears in Appendix F.

It is recommended that the appropriate spaces on the Induction Log be initialed on an ongoing basis rather than at the end of the school year. Original copies of the logs are to be sent to the superintending administrator upon completion prior to the date due. Copies of logs should be sent to the Coordinator of Instructional Services.

Professional Portfolio

The inductee will develop a collection of documents whose purpose is to demonstrate professional proficiencies while holding an Instructional I or Educational Specialist I Certification.

Induction Topics

The heart of this Induction Program is the presentation of the various “topics” by the experienced professional employee to the inexperienced (at least in this District) professional employee. These topics constitute the planned activities and experiences which are intended to assist the new employee as he/she begins employment in Elizabethtown Area School District.

The design of this program assumes that newly employed professionals, by virtue of previous training and /or experience, already possess the knowledge, skills, and attitudes to perform their assigned responsibilities in a satisfactory manner. Therefore, it is not the intention of this Induction Program to “create” skilled professionals. Rather, the program is designed to improve the acclimatization and assimilation of these skilled professionals into this particular school system.

Although the topics to be covered via this program are not unique to this District -- most school systems deal with nearly all the topics listed -- the important variable is how these are handled in this District. It is this information which the Induction Program is intended to convey to the newly employed professionals in Elizabethtown Area School District.

It is recognized that it is not possible to include in any such listing everything a new professional may need to know. However, the support teacher, other teachers, and/or administrators are available to provide answers to questions or to provide guidance or suggestions for issues which arise outside the context of this Induction Program.

Alphabetical Listing

Assessment-districttesting; on-going curriculum-based assessment	Federal programs	Professional development
Attendance procedures	Field trip procedures	PSSA testing
Audio-visual materials, ordering	First day-getting started	Professional practice and conduct
Benefit package	Forms-awareness and location of	Public relations
Budgetary requisitions	Guidance	Record keeping/grading
Building specific procedures	Handbooks-teacher, student	Report cards
Collective bargaining Agreement	Health issues	Retention policy
Conferences	Homework	Schedules
Confidentiality	Leave procedures	School calendar
Curriculum and planned instruction guidelines/standards	LFS components	School use
Custodial/maintenance issues	Lesson plans	Special education
Delays/cancellations of school	Library/IMC procedures	Standardized testing
Departmentalization/teaming	Map of area	Supervision/evaluation/STEPP
Discipline/guiding principles/ code of conduct	Media contact	Student intervention programs
Dismissal procedure/bus transportation	Medication policy	Substitute calling procedures
Emergency manual/drills	Non-teaching duties	Substitute teacher preparation/procedures
End-of-year responsibilities	Nursing services	Supplies requisitions
Equipment-location/operation	Organizational structure	Support services
Extra-curricular activities/responsibilities	Pacing	Technology
	Parents’ night/open house	Telephones – use and phone chains
	Permanent certification requirements	Textbooks/teacher manuals
	Phone chain-delays/cancellations	Tour of building
	Policies	Vision/mission
	Positive approach	