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# Pennsylvania Department of Education

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COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF EDUCATION**  
333 MARKET STREET  
HARRISBURG, PA 17126-0333

## **Teacher Induction Report** **Thursday, May 22, 2008**

**Entity:** Schuylkill Haven Area SD  
**Address:** 120 Haven St  
Schuylkill Haven, PA 17972-1199  
**Phone:** (570) 385-6705  
**Contact Name:** Richard Rada

## Teacher Induction Planning Participants

Name	Affiliation	Membership Category	Appointed By
Lori Hudak	Supervisor of Curriculum and Instruction	Administrator	Board of Directors
Richard J. Rada	Superintendent	Administrator	Board of Directors

## Goals and Competencies

**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.

### Objectives:

1. To familiarize teachers with the Code of Professional Practice and Conduct for Educators.
2. To familiarize teachers with local policies and procedures.
3. To provide contractual information.
4. To provide information, training, and on-going technical assistance in the following areas:
  - a. Classroom management.
  - b. Standardized curriculum.
  - c. Parent/guardians/community involvement.
  - d. Interpersonal skills and relations: communications (two-way).
    1. Teacher to teacher.
    2. Teacher to student.
    3. Teacher to administrator.
    4. Teacher to parent/guardian
  - e. Record keeping.
  - f. Pupil and teacher support services.
  - g. Materials and supplies acquisition.
  - h. Pupil grading and assessment.
  - i. Pupil motivation and incentive systems (strategies).

- j. Special Education procedures and teacher responsibilities.
- k. Public relations (image —Professionalism) dress/manners/image.
- l. Classroom organization and arrangement.
- m. Professional growth and development.
- n. Dealing with differences-pupils, peers, community (ethic, religious, racial, linguistic, cultural).
- o. Safety and crisis planning
- p. Confidentiality

### Assessment Processes

All inductees will complete a "New Teacher Needs Assessment" survey that will indicate the type of training that is needed to satisfy the inductee's present or anticipated job responsibilities. The principal and district Induction Council representative will receive copies of the completed survey in order to guide the district level program.

**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. Your principal and Induction Council representative will receive copies of your completed survey 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.

	<b>Low Need</b>	<b>Moderate Need</b>	<b>High Need</b>
Discipline			
Classroom Management			
Corporal Punishment			
Student Rights & Responsibilities			
Grading			
Retention			
Homework Policy			

Attendance Procedures			
Schedule			
Student Handbook			
Confidentiality			
School Safety			
School Closings			

	Low Need	Moderate Need	High Need
Chain of Command			
Materials Acquisition and Requisition Procedures			
Record Keeping			
Home School Communications Procedures			
Internal Communications			
Distance Learning			
Curriculum Development			
Textbook/Resource Materials			
Community Resources			
Field Trip Procedures			
Library & IMS Services			
Pupil Support Services			
Federal Programs			
PA Academic Standards/Assessment Anchors/ Standardized Tests			
Assessment/Analysis			
STC Program			
Enrichment/Gifted Program			
Transportation			
Code of Professional Practice and Conduct for Educators			

## Mentor Selection

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 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.

## **Activities and Topics**

### **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  
Code of Professional Practice & Conduct for Educators (copy provided for inductee)

- o Requirements
- o Behavioral Expectations

Elements of Effective Instruction  
Classroom Management/Discipline  
Time on Task  
Student Evaluation  
Child Development  
Sexual Harassment  
English as a Second Language

### **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”

Teachers attending this session will be provided an honorarium from the Intermediate Unit. The amount of the honorarium (presently \$25.00) will be set by the Chief School Administrators at a regular monthly meeting and approved by the Intermediate Unit Board of Directors. Money will be paid out of the Continuing Professional Education portion of the budget.

### **Local District Level:**

Since local programs vary greatly from school district to school district, each district will select topics from this list to include in the local induction program. Districts are encouraged to add to this list as needed.

1. Discipline
2. Classroom Management
3. Corporal Punishment
4. Student Rights and Responsibilities
5. Grading
6. Retention
7. Homework Policy
8. Teacher Handbook
9. Student Handbook
10. Confidentiality
11. Chain of Command
12. Materials Acquisition
13. Requisition Procedures
14. Attendance Procedures
15. Schedule
16. Extra Duties
17. School Safety
18. School Closings
19. Record Keeping
20. Home/School Communications Procedures
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 and IMS 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.

## **Evaluation and Monitoring**

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. Necessary 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.

## **Participation and Completion**

Inductee and mentor teams will complete an Induction Program Record and submit the record to the chief school administrator upon completion of the induction period. The inductee will also complete the Program Evaluation form and submit the form to district administration. Certification of Induction Program completion will be given to the Inductee upon administrative review and approval of Induction Program and necessary forms.