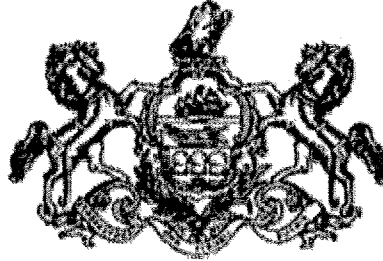

Pennsylvania Department of Education



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

Teacher Induction Plan

October 31, 2006

Entity: Penncrest SD

Address: PO Box 808

Saegertown, PA 16433-0808

Phone: (814) 763-2323

Contact Name: Richard Borchilo

Borchilo, Richard

From: eStrategic Planning [donotreply@caiu.org]

Sent: Monday, November 13, 2006 2:01 PM

To: Borchilo, Richard

Subject: Teacher Induction Plan for Penncrest SD approved by PDE



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

11/13/2006

Superintendent Richard Borchilo

Dear Superintendent Borchilo:

This letter is to confirm that Penncrest SD Induction Plan has been reviewed and approved. Your next Induction Plan is due 9/30/2012.

Information about Induction Plans is available on the PDE homepage at www.pde.state.pa.us.

If you have any questions please contact me at 717-783-6583 or email at dbaker@state.pa.us.

Sincerely,
Dale Baker
Division of Professional Development
Bureau of Teaching and Learning Support Services

11/13/2006

Borchilo, Richard

From: eStrategic Planning [donotreply@caiu.org]
Sent: Sunday, January 21, 2007 5:21 PM
To: Borchilo, Richard
Subject: Chapter 4 Plan for Penncrest SD approved by PDE



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

1/21/2007

Superintendent Richard Borchilo

Dear Superintendent Borchilo:

This letter is to confirm that Penncrest SD Strategic Plan, which includes the three-year Act 48 Professional Education Plan and the six-year Induction Plan, has been received and reviewed. The Strategic Plan is in compliance with the regulations and has been properly filed. Your Induction plan has been approved.

Penncrest SD Professional Education Plan is approved granting local Act 48 approved provider status for a period of three years.

As a Chapter 4 Plan - Phase 1 school district your next due date for the Strategic and Induction plan is 9/30/2012, and your next Professional Education Plan is due 9/30/2009.

Please review your responsibilities as an Approved Provider in the Act 48 Professional Education Plan Guidelines on the PDE homepage at www.pde.state.pa.us.

If you have any questions please contact me at 717-783-6583 or at email address dbaker@state.pa.us.

Sincerely,
Dale Baker
Regional Director Bureau of Curriculum and Academic Standards
Division of Professional Education and Planning

1/22/2007

Teacher Induction Planning Participants

Name	Affiliation	Membership Category	Appointed By
Carole Smith	MES	Building Principal	Richard Borchilo
Clint Rauscher	CSHS	Secondary School Teacher	Richard Borchilo
Constance Youngblood	PENNCREST	School Central Office Administrator	Richard Borchilo
David Geiger	PAEA	Secondary School Teacher	PAEA
Michael Henegan	MHS	Building Principal	Richard Borchilo
Pamela Chodubski	SES	Elementary School Teacher	Richard Borchilo
Richard Borchilo	PENNCREST	School Central Office Administrator	Richard Borchilo

Goals and Competencies

The **Goals** of the PENNCREST Induction Program are to:

- 1) Support an orderly passage of the beginning teacher, teachers new to the district and/or new long-term substitutes through the first year of teaching in the district.
- 2) Provide training which readies inductees to implement lessons which will lead to student mastery of PA Academic Standards.
- 3) Inform the inductees of the professional requirements of Act 48.

The **Competencies** of the PENNCREST Induction Program are developed so that the teacher will:

- 1) Become familiar with district policies, procedures and essential resources.
- 2) Become familiar with the district curriculum.
- 3) Be able to use the contract as a guide during employment in the district.
- 4) Be able to use the PA Academic Standards when designing lessons.
- 5) Improve classroom management skills.
- 6) Design lessons that meet student needs.
- 7) Develop effective parent/teacher relationships.
- 8) Become aware of building standards and methods of operation.
- 9) Establish collegial relationships with peers.
- 10) Grow and develop professionally through Act 48.
- 11) Plan lessons that increase student achievement in writing, reading, math, science and other curricular areas.
- 12) Differentiate instruction for all students according to their instructional levels and learning styles.
- 13) Meet the needs of at risk students.
- 14) Utilize technology and integrate it in his/her teaching.

Assessment Processes

As new teachers are interviewed and hired, a personal assessment will be sought in part, through a **Needs Self-assessment Checklist** and an **Act 48 Professional Development Survey**. New professionals will be asked to identify those areas of their teacher preparation that may be a weakness or potential weakness based on past experience, and these identified areas will be addressed throughout the Induction program.

The Induction program will consist of four workshops interspersed throughout the school year. The initial training will address managerial aspects of working in the school district, while the second, third and fourth workshops will be based on the four domains of teaching: Planning and Preparation, Classroom Environment, Instruction and Professional Responsibilities. Additional training will be provided to all new teachers on data driven decision

making using the Getting Results model.

Mentor teachers will meet with inductees a minimum of once a week for the first month of teaching and at least once a month thereafter. The mentor teacher and the inductee will complete a checklist of activities accomplished during the course of the school year. General topics covered on the checklist are:

District Policies and Procedures, Building Policies and Procedures, and Teaching Techniques/Management. The building principal will assess the inductee's knowledge in each of these areas and will provide additional support as needed.

Mentor Selection

All district teachers are invited to submit their names and/or those of other teachers to the Superintendent via the building principal to be considered as a mentor teacher. In order for a person to be selected as a mentor teacher, the candidate must meet the following criteria: have completed 5 years of successful teaching experience in the district; have an Instructional II or III certificate; teach a subject area or grade level that is most appropriate for a good match with the inductee; and have a desire to serve as a mentor teacher. The building principal submits a final list of nominees to the Superintendent. The Superintendent, with the assistance of the building principal, selects the mentor teacher for each inductee. Mentor teachers will have additional opportunities for professional development in order to provide guidance for the inductees on the latest teaching techniques and model best practice in education.

Activities and Topics

The PENNCREST New Teacher Induction Program is designed to be a comprehensive introduction to teaching in the school district. It is designed to support the new teacher for the first year he/she works in the district no matter when the date of hire. If a teacher begins in August, he/she will complete the program during the first and second semesters of the school year and be finished by the end of May. If a teacher begins in January, he/she will complete half of the Induction Program requirements during the second semester of the year and continue into the next school year through the end of the first semester to complete the entire program.

The following timeline contains a list of topics and target dates when these topics are discussed. The schedule will be adjusted accordingly to meet the needs of long term substitutes who work 45 days or longer in the district according to Chapter 49 regulations. Additional activities and topics may be added as directed by the Superintendent.

August/January:

- Overview of New Teacher Induction Program
- District Philosophy of Education and Educational Goals
- PA Academic Standards
- Planned Courses and Lesson Plans
- First Day of School Procedures
- Grading, Reporting Student Progress, Retention Policies
- Student Discipline, Student Rights, and Student Welfare
- Drug Awareness
- Contractual Obligations
- Professional Organizations
- Professional Certification and Induction
- Federal Programs
- Materials Acquisition
- Attendance Procedures
- Schedule
- Non-Instructional Duties
- Record Keeping
- Textbooks/Resource Materials

Code of Conduct

Induction Inservice Topic: Planning and PreparationSeptember/February:

Home/School Communication Procedures
 Community Resources
 Field Trip Procedures
 Standardized Testing
 Extra Curricular Activities
 Library Services/Instruction

October/March:

Library and Media Center Services
 Parent Teacher Conference Procedures
 Pupil Personnel Services (Guidance Program, Health Service Program,
 Homebound Instruction)
 Psychological Services
 IST/SAP

Induction Inservice Topic: Classroom EnvironmentFebruary:**Induction Inservice Topic: Differentiated Instruction**April:

Organizing of Classroom Activities
 Assessing/Evaluating Student Work
 Code of Professional Practice and Conduct of Educators
Induction Inservice Topic: Professional Responsibilities

Evaluation and Monitoring

One week before school commences, mentor teachers will attend a one-day training session and luncheon. Training staff will include the Superintendent, Assistant Superintendent for Personnel, Secondary and Elementary Curriculum Directors, one secondary principal, one elementary principal, two teachers representing elementary and secondary levels and a PAEA representative.

The training topics will include:

- 1) Explanation of PENNCREST Induction Program
- 2) Mentor teacher responsibilities
- 3) Inductee responsibilities
- 4) Building principal responsibilities
- 5) Technology in the district
- 6) Home school orientation

The inductee and the mentor teacher will review a checklist of all activities completed. The inductee will record date completed and acquire verification by having the mentor teacher and or administrator initial the checklist item. Completed checklists are to be submitted to the Assistant Superintendent for Personnel by the end of the third week in April.

The inductee will meet with the mentor teacher in April of the school year to evaluate the induction process by completing an evaluation form. Evaluation forms will also be completed by the mentor teacher and the building administrator.

The Induction Committee shall meet during the fourth week of April to verify that all of the inductees have completed the requirements to be certified. Certificates of completion will be presented to the inductees at the District Recognition Dinner in May.

The Induction Council will meet each summer to evaluate the Induction plan and make revisions if it is deemed appropriate. Feedback from the evaluation forms will be considered at this meeting.

Participation and Completion

Each Inductee is presented with a PENNCREST School District Induction Handbook. This handbook contains copies of the district vision statement, mission statement and district beliefs. It also contains useful information about personnel and their jobs in the organization so the inductee can use it to determine who to call to answer questions that may arise about employment in the district. The handbook also contains a description of the Induction Plan and copies of the pertinent forms used in the program. The Assistant Superintendent for Personnel supervises the implementation of the program. Each building principal is responsible to sign and verify that an Inductee has completed the various requirements on the Induction Plan Checklist of Activities for New Inductees. This checklist is signed by the mentor teacher and principal. Once the Assistant Superintendent reviews this checklist and verifies all supporting paperwork is in order, the checklist is sent to the Superintendent for a final signature. The Board Secretary/Secretary to the Superintendent keeps a file on each Inductee and tracks attendance at the required Induction In-service classes. When all requirements have been completed, the Inductee is presented a ***PENNCREST SCHOOL DISTRICT Certificate of Achievement to verify that he/she has successfully completed all requirements of the district Induction Program. The certificate is signed by the Chairperson of the Induction Council, Mentor Teacher, President of the School Board and the Superintendent. It is formally presented at a district Staff Recognition Dinner in May. A copy of the Induction certificate is also filed in the teacher's personnel file.***