**CLEARFIELD COUNTY CAREER AND TECHNOLOGY CENTER**

**NEW TEACHER INDUCTION PROGRAM**

**2022-2023**

**Clearfield County Career and Technology Center**

**1620 River Road, Clearfield, PA 16830**

**www.ccctc.edu**

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**NEW TEACHER INDUCTION PROGRAM**

1. **PURPOSE & GOALS**

It is well recognized that the quality of educators is the single largest factor influencing student learning. Therefore, a high-quality induction program is an essential first step to facilitate entry into the education profession and teaching to high standards.

All new professional employees of the Clearfield County Career and Technology Center will participate in an induction process when they are first employed as teachers in the school. The induction program provides beginning teachers, experienced teachers new to the school, teachers returning after a long period of absence, and long-term substitutes with a support system of individuals on whom they can rely for assistance and guidance their first year. The mentor-inductee relationship will provide to the first-year teacher the benefit of the professional expertise and experience of a peer recognized for his/her achievement as a master teacher. The goal of the Clearfield County Career and Technology Center is to provide a supportive and meaningful induction process for new teachers.

A series of experiences, activities, and studies have been developed to increase the new teacher’s knowledge and skills, thereby promoting their success during the initial teaching period. New teachers are encouraged to develop their individual teaching styles within the philosophical framework and curriculum guidelines set forth by the school.

The objectives of the New Teacher Induction Program are to:

1. Provide an orientation program to the policies and procedures of the Clearfield County Career and Technology Center.
2. Provide an overview of the school’s resources, including personnel, services, and materials.
3. Familiarize the inductee with the philosophy of the school.
4. Provide ongoing peer support and encouragement.
5. Provide non-evaluative feedback.
6. Provide encouragement toward professional growth and development.
7. Facilitate transition from industry to the classroom.
8. Encourage collaborative efforts.
9. Allow new teachers to benefit from the wisdom of experienced teachers.
10. Increase the quality of teachers by helping them develop and understand the following:
* Classroom management and discipline
* The purpose of Occupational Advisory Committees
* Effective grading practices
* Effective communications with the parents of their students
* Work-based education and support services
* Curriculum strategies to align career and technical curriculum with academic core standards
* Instructional skills to accommodate the learning needs of all students
* Portfolio and graduation projects
* Technology skills
* Professional conduct and decorum as an educator in the community
1. Ultimately benefit students!

**II. INDUCTION PROGRAM COMMITTEE**

1. Executive Director – Fred Redden
2. Assistant Director/Principal/Induction Coordinator – Tiffany Cover
3. Instructor – Jody Gunter
4. Instructor – Reece Matthew
5. Instructor – Jon Dale
6. Instructor – Troy Danver
7. Instructor – Dan Kerlin
8. Instructor – Lauren Hopkins
9. Instructor – Jack Rumfola (President of Bargaining Unit)
10. PSU – Wilda Hackman

The induction program coordinator will be the Executive Director. The committee is made up of school administrators; experienced teachers, one of them being the Penn State resource person; the president of the Clearfield County Career and Technology Center collective bargaining unit; sending school instructors, as assigned or needed; and new teachers who have recently completed the induction process.

**III. CRITERIA FOR SELECTION OF A MENTOR**

* Be a tenured teacher with above-average (high proficiency) ratings during the most recent two years
* Have a desire to actively participate in the role of a mentor
* Possess well-developed interpersonal communication skills
* Possess positive attitude
* Be considered a facilitator and positive role model
* Possess the ability to organize/manage priorities to meet goals
* Possess conflict resolution skills
* Be an enthusiastic motivator
* Be knowledgeable about the "change process" and able to work as a change agent
* Work well with both students and adults
* Demonstrate effective instructional techniques/strategies
* Be confident and trustworthy
* Understand collegial, collaborative processes
* Be willing to accept additional responsibility
* Model continuous learning and reflection
* Understand the importance of data-informed decision making

# IV. NEEDS ASSESSMENT, MONITORING, AND EVALUATION

While there are a variety of things each inductee will need to review, a Needs Assessment Survey was developed to validate and assess priorities and the educational needs of each inductee. This will also demonstrate the effectiveness of the process at its conclusion.

The mentor teacher and the inductee will be responsible for monitoring and documenting the progress of the inductee’s Induction Program. The inductee will maintain the Teacher Induction Checklist and Timeline and Meeting Log (attached) with assistance given by the mentor and designated staff member(s).

Evaluation of the inductee’s performance will be the responsibility of the administration, just as it is with tenured staff. This will be accomplished through observations and teacher conferences. Evaluation data will also be gathered at induction meetings.

The Induction Program Committee will evaluate the induction process and report their conclusions to the Executive Director. The Executive Director will then report to the Joint Operating Committee on the induction process and its effectiveness. Changes will be made, as needed.

**V. PROGRAM PLAN AND DESIGN**

**Program planning includes**:

1. Input by appropriate staff as to needs.
2. Knowledge of induction guidelines.
3. Support of administration.
4. Time set aside to work with new teachers.
5. Connection to Act 48.
6. Input from Penn State University – New Teacher Induction & WKED

**Program Design**:

The Clearfield County Career and Technology Center’s Induction Program is one year in length. The inductees will meet at least once a month with their mentor teacher to discuss topics that have been identified by the Induction Program Committee and the mentor teacher. All new teachers, long-term substitutes (who are hired for a position for 45+ days), and educational specialists are required to participate in the induction program.

# Penn State University New Teacher Induction Workshop

Presently, Penn State University has a New Teacher Induction Workshop, which is one 2-hour Zoom session and is held one evening in the fall and one evening in the spring. This workshop is mandated by the Pennsylvania Department of Education for all new teachers regardless of instructional certification. This will need to be completed in addition to the CCCTC’s Induction Program.

Inductee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Induction Checklist and Timeline**

Upon conclusion of the Induction Program, this completed checklist will become part of the teacher’s file. Mentors, please document the date of completion for each module on the day you verify it within Canvas. Please note, some items are assigned specific time periods, some are initially covered in Module 1 and then revisited for more thorough coverage in a later module, and anything of higher priority within Modules 2-9 is identified with an asterisk (\*).

|  |  |  |
| --- | --- | --- |
| **Module & Topic** | **Resource Person** | **Time Frame/****Deadline** |
| **Module 1: Welcome to the CCCTC** | **Upon Hire** |
| Needs Assessment Survey |  | Complete 1st |
| CCCTC Overview |  |  |
| Mission & Vision |  |  |
| Organizational Structure |  |  |
| Staff Introductions & Roles | Fred Redden, Director, or Designee |  |
| School Map |  |  |
| School Calendars |  |  |
| Daily Schedule |  |  |
| Basic Duties |  |  |
| Planning & Collaboration Time |  |  |
| Professionalism/Code of Professional Practice & Code of Conduct for Educators |  |  |
| FERPA & Confidentiality |  |  |
| Professional Education Requirements | Robin Dusch, Exec. Assistant |  |
| Mandated Reporting | Robin Dusch, Exec. Assistant |  |
| ID Badge, Parking, Keys, & Mailboxes | Main Office Staff |  |
| Substitute Procedures | April Knepp |  |
| New Student Orientation |  |  |
| Daily Class Schedule |  |  |
| Grading |  |  |
| Program of Student (POS)/Task List |  |  |
| Navigating CSIU |  |  |
| Basics of Response to Intervention (RTI) & Discipline Referrals |  |  |
| Special Education | Jess McKendrick, Counselor |  |
| Instructional Aides & Student Services | Jess McKendrick, Counselor |  |
|  |  |  |
| **Module & Topic** | **Resource Person** | **Time Frame/****Deadline** |
| Crisis Intervention & the Role of the Guidance Counselor | Jess McKendrick, Counselor |  |
| Emergency Drills |  |  |
| School Nurse/First Aid |  |  |
| Network Use, Internet Access, & Acceptable Use Policy | John Eamigh, IT Director |  |
| User Awareness Training: Virus, Spyware, & Copyright | John Eamigh, IT Director |  |
| User ID/Password/MFA | John Eamigh, IT Director |  |
| Dashboard |  |  |
| File Management/Google Drive |  |  |
| Xerox Use: Printing, Copying, & Scanning |  |  |
| Telephone Use |  |  |
| CCCTC Education Association  | Jack Rumfola, Union President |  |
| **Module 1 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |
| **Module 2: Professional Responsibilities** |
| Basic Duties |  | Revisited |
| Planning & Collaboration Time |  | Revisited |
| Professionalism/Code of Professional Practice & Code of Conduct for Educators |  | Revisited |
| FERPA & Confidentiality  |  | Revisited |
| Professional Education Requirements |  |  |
| Mandated Reporting |  |  |
| Background Check Updates |  |  |
| Public Relations & Open Houses |  |  |
| Teacher Evaluation | Fred Redden, Director; Tiffany Cover, Principal |  |
| **Module 2 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |
| **Module 3: General Policies & Procedures** |
| Board Policies |  |  |
| Faculty Room, Multi-Purpose Room (MPR), & Culinary Café  |  |  |
| **Module & Topic** | **Resource Person** | **Time Frame/****Deadline** |
| Field Trips |  |  |
| Substitute Procedures |  | \* |
| Visitors & Guest Speakers |  |  |
| Making Announcements |  |  |
| Student Passes | December Adams, Security Officer |  |
| Wellness Plan | Robin Dusch, Executive Assistant |  |
| Tenure |  |  |
| End-of-Year Check-out |  |  |
| **Module 3 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |  |
| **Module 4: Forms & Business Office Procedures** |
| Payroll Periods  |  | \* |
| Change of Address/Phone | Main Office Staff |  |
| Form Access |  | \* |
| Student Activity Accounts |  |  |
| Money, Receipts, & Live Work Projects | Susan Barger, Business Mgr. |  |
| Fundraising Procedure |  |  |
| Purchase Orders/Program Budget | Susan Barger, Business Mgr. |  |
| Travel Expenses | Susan Barger, Business Mgr. |  |
| Tuition Reimbursement | Susan Barger, Business Mgr. |  |
| **Module 4 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |
| **Module 5: Classroom Management & Planning** |
| Grading |  | Revisited |
| Program of Study (POS)/Task List |  | Revisited |
| Curriculum/Scope & Sequence Development & Management |  | Revisited |
| CIP Code Networking/Observation |  | \* |
| NOCTI & Industry Certifications |  | \* |
| Cooperative Education | Mike Skupien, Co-Op Coordinator |  |
| Navigating CSIU |  | Revisited |
| Communicating Home |  | \* |
| Homebound/Virtual Students |  |  |
| SAS Portal |  |  |
| Mentor Observation | Mentor Teacher | 1st MP  |
| Lesson Recording  | Mentor Teacher | 2nd MP |
| **Module & Topic** | **Resource Person** | **Time Frame/****Deadline** |
| RTI & Discipline Referrals | Fred Redden, Director;Tiffany Cover, Principal; Jess McKendrick, Counselor | Revisited |
| **Module 5 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
| **Module 6: Student Services/Guidance & Recruiting**  |
| Student Recruitment & Retainment  | Holly Ryan, Marketing Director |  |
| IEPs & 504s | Jess McKendrick, Counselor | \*Revisited |
| Learning Support Services | Jess McKendrick, Counselor | \*Revisited |
| Instructional Aides & Student Services | Jess McKendrick, Counselor | \*Revisited |
| College Credits | Jess McKendrick, Counselor |  |
| Student Acceptance Procedures | Jess McKendrick, Counselor/Holly Ryan, Marketing Director |  |
| Student Withdrawal Procedures | Jess McKendrick, Counselor |  |
| Awards Ceremony & Graduation |  |  |
| Follow-up Surveys | Jess McKendrick, Counselor |  |
| Program Completers vs. Concentrators | Jess McKendrick, Counselor |  |
| Crisis Intervention & the Role of the Guidance Counselor | Jess McKendrick, Counselor | \*Revisited |
| **Module 6 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |  |
| **Module 7: Safety & Maintenance** |
| School Security | December Adams, Security Officer |  |
| Fire Drills |  | \*Revisited |
| ALICE |  | \*Revisited |
| Accident Reports | Robin Dusch, Executive Assistant | \* |
| Stop the Bleed | Jody Gunter, Trainer | \* |
| School Nurse/First Aid | Jody Gunter, School Nurse | \*Revisited |
| Student Transportation | December Adams, Security Officer |  |
| Custodial Responsibilities | George Miller, Head of Maintenance |  |
| Maintenance Procedures | George Miller, Head of Maintenance |  |
| Request for Repairs/Maintenance | George Miller, Head of Maintenance | \* |
| Right-to-Know | Susan Barger, Business Manager/Tiffany Cover, Principal |  |
| Safety Data Sheets |  | \* |
| Safety Committee & Evaluations |  | \* |
| Off-Hours Building Access |  | \* |
| **Module & Topic** | **Resource Person** | **Time Frame/****Deadline** |
| **Module 7 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |  |
| **Module 8: Information Technology** |
| Network Use, Internet Access, & Acceptable Use Policy | John Eamigh, IT Director | \*Revisited |
| User Awareness Training: Virus, Spyware, & Copyright | John Eamigh, IT Director | \*Revisited |
| File Management/Google Drive |  | \*Revisited |
| Xerox Use: Printing, Copying, & Scanning |  | \*Revisited |
| Telephone Use | John Eamigh, IT Director | Revisited |
| Social Networking |  |  |
| Canvas | Lauren Hopkins, Teacher |  |
| Promethean Boards |  |  |
| Audio/Visual/Technology Equipment Requests | John Eamigh, IT Director |  |
| Request for Repair/Maintenance/Computer Upgrades  | John Eamigh, IT Director |  |
| Software/Hardware Purchasing | John Eamigh, IT Director |  |
| Installing Software/Downloads  | John Eamigh, IT Director |  |
| Preventative Maintenance | John Eamigh, IT Director |  |
| **Module 8 is Complete!** |
| Mentee Signature | Mentor Signature | Date |
|  |  |  |
| **Module 9: Adult Education** |
| Intergenerational Students | Holly Ryan, Adult Education Director |  |
| Evening Class Opportunities | Holly Ryan, Adult Education Director |  |
| Evening Class Use of Program Areas | Holly Ryan, Adult Education Director |  |
| **Module 9 is Complete!** |
| Mentee Signature | Mentor Signature | Date |

**CLEARFIELD COUNTY CAREER & TECHNOLOGY CENTER**

**NEW TEACHER INDUCTION PROGRAM**

**Certificate of Completion**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has successfully completed the Pennsylvania Department of Education approved Induction Program for the Clearfield County Career and Technology Center during the \_\_\_\_\_\_\_\_\_\_\_ school year.

Mentor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Inductee

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

Executive

Director

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

***The original certificate shall be filed in the inductee’s personnel file.***

***A copy of this certificate shall be provided to the inductee for his/her records.***

**Meeting Log**

|  |  |
| --- | --- |
| **Date** | **Topics Discussed; Tasks Accomplished** |
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