



CITRUS COUNTY SCHOOL DISTRICT

The T.I.P. Handbook

2022-2023



TEACHER INDUCTION PROGRAM



Citrus County Schools Teacher Induction Program 2022 - 2023

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INTRODUCTION:

The Citrus County Teacher Induction Program is designed to enhance the classroom growth and effectiveness of those teachers new to the district as well as to develop a comprehensive understanding of the policies and procedures of the district.

PURPOSE:

The purpose of the Citrus County Teacher Induction Program (TIP) is to enhance the success of our students by providing instruction and support for teachers who are new to the district. Support is evidenced at the following levels:

District:

An initial orientation and follow-up sessions are provided in a combination of face-to-face and online training for teachers new to the district. The orientation includes an overview of district policies and procedures, introduction to key personnel and departments at the district level, and an overview of the Teacher Induction Program. Additional District Training Experiences involve professional development related to effective teaching practices, classroom management strategies, and other relevant professional learning topics.

School Site:

The individual work site provides support for teachers involved in the TIP program through a site-based orientation, an on-going mentoring program, and classroom assistance when needed.

PROGRAM PARTICIPANTS:

There are two categories of participants in the TIP Program:

1. The Participating Teacher (PT): any teacher who is a new hire to the district. Every teacher who is new to the district must successfully complete the Citrus County Teacher Induction Program. There are two categories of Participating Teachers:
 - a. **Category One:** Teachers who are new to the district with more than 3 years of teaching experience.
 - b. **Category Two:** Teachers who are new to the district with less than three years of teaching experience.
2. The Building Level Administrator (BLA): a certified school-based administrator who is designated to supervise new teachers at the school/site.
3. The Mentoring Teacher (MT): a highly-qualified, experienced teacher who is assigned to provide day-to-day support for the Category Two teacher.

PROGRAM CONTENT

The Citrus County Teacher Induction Program content is designed to increase student learning by providing a program that offers support for teachers who are new to the district. A brief overview of each content area is given below.

District Training Experiences

District Training Experiences will be provided during the school year either in a face-to-face format, virtual, or via online professional development modules.

The District Training Experiences content may consist of, but are not be limited to:

- a) District policies, teachers and the law, Code of Ethics, Equity, ADA
- b) Personnel issues such as benefits, paychecks, credit union, insurance, leave of absence, sick leave bank
- c) Citrus County School District Teacher Evaluation System
- d) Overview of district programs: ESE, ESOL, academic programs, extra-curricular activities, etc.
- e) Accomplishments and general expectations of the district
- f) Awareness of the Citrus County Instructional Model and its components and emphasis, including: curriculum, standards-based instruction, standardized testing, and programs for assessing student progress
- g) Suicide prevention, substance abuse, school violence, gangs, infection control, child abuse.

School Training Experiences

The School Training Experiences may include a review and discussion of Harry Wong's classroom management strategies, The Fundamental Five, Your First Year by Todd Whitacker (book study) as well as other evidence-based materials related to effective teaching practices and standards-based instruction. This review and discussion is held at the school level so the context of the school setting and culture can be incorporated.

School training experiences may also consist of, but are not be limited to:

- a) School handbook
- b) Equipment operation
- c) Student records, forms, absences

- d) Orientation to the school staff and their jobs
- e) Site-based learning communities and assessment models.
- f) Special areas as they relate to the school site: ESE, ESOL, TEC, SSDC, guidance, etc.
- g) Procedures: dress expectations, grading, bookkeeping, purchasing, absences, confidentiality issues, school rules, cafeteria, the clinic, custodians, telephones, arrival and dismissal, extra duty, after-school programs, extra curricular activities, field trips, emergencies, codes, fund raising, etc.
- h) Student Progression Plan, grading, promotion, Student Code of Conduct

Observation of Other Teachers

Although these observations are at the Building Level Administrator’s discretion, schools are encouraged to offer participating teachers the opportunity to observe the best practices and accomplished practices of other teachers in the Participating Teacher’s field(s) during the school year, as well as to offer practical tips for classroom instruction. **The district will *provide funding for a substitute for two days*** in order to allow the Participating Teacher to observe and interact with other highly effective teachers.

PARTICIPANT RESPONSIBILITIES:

The Participating Teacher

The Participating Teacher must maintain a folder containing documentation provided during the Teacher Induction Program. The folder shall be maintained for a period of three years following completion of the TIP Program. This documentation shall include, but is not be limited to:

- Copy of the completed Teacher Induction Program Log
- Copy of the completed Completion Form
- Copies of completed Summative Observation instruments
- Copies of completed Formative Observation instruments

The **Category One** Participating Teacher (more than 3 years of teaching experience) will:

- a) Participate in a one-year Teacher Induction Program.
- b) Attend pre-school orientations.
- c) Attend **three** 2-hour face-to-face trainings.
- d) Participate in regularly scheduled meetings with his/her Building Level Administrator.
- e) Be observed several times during the school year by his/her Building Level Administrator.
- f) Participate in all required professional development activities as defined by the TIP (district sessions, school-based sessions, etc.).
- g) Maintain necessary program documentation for a period of three (3) years from the date of completion of TIP.
- h) Complete and turn in to the Building Level Administrator any appropriate forms with signatures and any necessary documentation, including, but not be limited to, the TIP Log and the TIP Completion Form.

The **Category Two** Participating Teacher (less than three years of experience) will:

- a) During the first year of the Teacher Induction Program:
 - a. Be assigned a Mentor Teacher.
 - b. Participate in a two-year Teacher Induction Program.
 - c. Attend pre-school orientation(s).
 - d. Attend **three** 2-hour face-to-face trainings.
 - e. Participate in regularly scheduled meetings with the Building Level Administrator.

- f. Participate in regularly scheduled meetings with the Mentor Teacher.
 - g. Be observed several times during the school year by his/her Building Level Administrator and Mentor.
 - h. Participate in all required professional development activities as defined by the TIP (district sessions, school sessions, etc.).
- b) During the second year of the Teacher Induction Program:
- a. Complete two professional learning modules as assigned by BLA, approximately one hour each. (Frontline, other)
 - b. Complete, with the assistance of the Mentor Teacher, an in-depth study and utilization of targeted standards.
 - c. Access, understand, and analyze appropriate student data and use the data to drive instruction (in collaboration with the support team).
 - d. Participate with the Building Level Administrator and/or Mentor Teacher to schedule any classroom meetings and/or observations (a minimum of two).
 - e. Participate in all required professional development opportunities as defined by the TIP, (district sessions, school-based sessions, etc.).
 - f. Maintain necessary program documentation for a period of three (3) years from the date of completion of TIP.
 - g. Complete and turn in to the Building Level Administrator any appropriate forms with signatures and any necessary documentation, including, but not be limited to, the TIP Log and the TIP Completion form.

Early Exit Option: Category 2 teachers who are rated “effective or highly effective” may be exited from the DISTRICT TIP program at the end of the first year upon the Building Level Administrator’s recommendation. Teachers who are rated “developing” on the end of the year evaluation must participate in the 2nd year DISTRICT Teacher Induction Program. If the Early Exit option is exercised, the participating teacher will be exited out of the DISTRICT Teacher Induction Program, no longer has year two obligations and will not need to complete district TIP paperwork. Participation in a 2nd year program at the school level is appropriate for the teachers who exit early. Funding will continue to be available for “early exit” 2nd year teachers to participate in observations/visitations if needed.

If a new teacher who is rated “effective/highly effective” but will be changing grade levels/assignments **and** administration feels the person will need continued support from a mentor, the second year District TIP Program will remain in effect.

Building Level Administrator

The Building Level Administrator will:

- a) Form a support team of BLA, MT, and PT
- b) Hold periodic meetings with the Participating Teacher to ascertain his/her needs and oversee a program for improvement.
- c) Make a **minimum** of three summative observations during the first year and a **minimum** of two summative observations in the second year in the Participating Teacher’s classroom, one of which is a diagnostic observation done during the teacher’s first 45 working days; the second to occur prior to the end of the first semester, and an additional one prior to the annual summative evaluation. A post-observation conference will be held within ten days of each observation.

- d) Complete the Summative Evaluation for the Participating Teacher no later than five working days prior to the completion of the individual Participating Teachers' Teacher Induction Program.
- e) Provide feedback, instruction, and counseling to the Participating Teacher, including, but not limited to, the pre and post-conferences.
- e) Verify that the Participating Teacher has or has not demonstrated the minimum essential competencies, based on the Summative Observation Instrument.
- f) Notify the Director of Professional Development of the successful or unsuccessful completion of the program by the Participating Teacher at the completion of the Teacher Induction Program.
- g) Provide, at the Building Level Administrator's discretion, the Participating Teacher with opportunities to observe other teachers. If a substitute is required in order for the Participating Teacher to have the opportunity to observe another teacher, ***the district will fund a substitute for two days of observation.***
- h) Evaluate the Participating Teacher using the Citrus County School District Teacher Evaluation System.

Mentoring Teacher

Qualifications:

- a) Rated as Highly Effective or Effective
- b) Complete Clinical Educator Training or, if he/she has had Clinical Educator previously, complete the Clinical Educator Update if needed.
- c) Complete training on the formative assessment instruments
- d) Participate in a beginning of the year and mid-year district-level mentor meeting
- e) Sign a formal mentoring agreement

Role during a Participating Teacher's First Year

- a) Serve on the Category Two teacher's support team
- b) Conduct at least three formative observations as well as informal observations
- c) Serve as a one-on-one support contact for the Participating Teacher
- d) Participate as required in district and school-based T.I.P. activities/trainings
- e) Complete required forms found in the *Mentoring for Success Manual*

Role during a Participating Teacher's Second Year

- a) Serve on the support team
- b) Conduct at least two formative observations
- c) Conduct informal observations, if needed
- d) Review and discuss assigned professional learning sessions with the Participating Teacher
- e) Participate in a mid-year District-level mentor meeting
- f) Complete required checklists found in the *Mentoring for Success Manual*

TEACHER INDUCTION PROGRAM-RELATED REQUIREMENTS

Final Summative Evaluation Conference for Participating Teachers

A final TIP Summative Evaluation Conference with the building level administrator is required for Participating Teachers. The final summative evaluation conference will be completed no later than five working days prior to the end of the Teacher Induction Program. The final summative evaluation conference will be conducted through a review of the following documentation:

- The initial diagnostic observation (screening/summative) completed within the first 45 working days of entry into the Teacher Induction Program
- Informal observations
- Summative observations

- Completion of the TIP Log

GOVERNANCE

The Director of Professional Development will be responsible for providing district training opportunities for Participating Teachers, Mentors, and Building Level Administrators.

School-based administration will be responsible for conducting a site-based orientation along with an ongoing site-based mentoring program that is adjusted as needed to support new instructional staff.

All Participating Teacher's documentation and reporting requirements will be submitted to the Director of Professional Development. This documentation must be reviewed by the site-based administrator overseeing the program at a minimum one time per quarter.

PROGRAM EVALUATION

Methods of program evaluation may include, but are not limited to, periodic online surveys, face to face discussions, written communications, and review of student achievement data. The District Teacher Induction Program Task Force will meet as necessary to evaluative data and revise the plan.

PROVISIONS FOR PARTIAL COMPLETION OF THE TIP (for teachers transferring in or out of the district)

If a Participating Teacher began a Teacher Induction Program in another Florida School District, the teacher may be able to obtain credit for related program activities completed in the other district. To do this, the Participating Teacher and the Building Level Administrator must meet and determine which activities will be counted toward fulfilling Citrus County TIP requirements. It is incumbent upon the Participating Teacher to provide any program documentation that may be required by the support team.

If a Participating Teacher transfers to another district, it is incumbent on the Participating Teacher to provide the other district with documentation that demonstrates completion of TIP activities while in Citrus County

Teacher Induction Program Log

Category 1 Participants

(Teachers with more than 3 years of teaching experience)

TIP Participant: _____ Employee ID #: _____

The TIP Log is maintained by the Participating Teacher to ensure all program requirements and forms are completed. Both the Participating Teacher and Building Level Administrator (BLA) should retain copies of this log. Upon completion of the Teacher Induction Program requirements, this log should be submitted to the Director of Professional Development.

Completion Date	BLA Initial	Activity
		Initial District Training Experiences
		District TIP Pre-school Orientation
		DCF Identifying and Reporting Child Abuse and Neglect by 11/18/22 http://www3.fl-dcf.org/RCAAN/ Print certificate and give a copy to principal's secretary and send a copy to Shannon Oberg, DSC. <u>This course is NOT the same as the mandatory training provided at the start of the year.</u>
		Youth Mental Health First Aid Training
		District Training Modules
		○ Session 1/ September 8 th
		○ Session 2/ October 6 th
		○ Session 3/ November 3 rd
		School TIP Orientation Training Experiences
		BLA/Participating Teacher Orientation Meeting
		● Initial Observation by BLA (within the first 45 days)
		Reflection conference with BLA
		● Second BLA Observation
		Reflection conference with BLA
		● Final BLA Observation
		Reflection conference with BLA
		BLA Final Summative Evaluation Conference
		TIP Log Completed
		Notification of Completion Form Completed

The Building Level Administrator shall send copies of the Category 1 Teacher Induction Program Log and the Notification of Completion Form to:

- Participating Teacher
- Director, Professional Development



Teacher Induction Program Log Category 2 Participants (Teachers with less than three years of teaching experience)

TIP Participant: _____ Employee ID #: _____

The TIP Log is maintained by the Participating Teacher to ensure all program requirements and forms are completed. Both the Participating Teacher and Building Level Administrator (BLA) should retain copies of this log. Upon completion of the Teacher Induction Program requirements, this log should be submitted to the Director of Professional Development.

Year 1 Dates	BLA or Mentor Initial	Year 2 Dates	BLA or Mentor Initial	Activity
				Initial District Training Experiences
				District TIP Pre-School Orientation
				DCF Identifying and Reporting Child Abuse and Neglect – by 11/18/22 http://www2.fl-dcf.org/RCAAN/ Print certificate, give a copy to principal's secretary and send a copy to Shannon Oberg, DSC. <u>This course is NOT the same as the mandatory training provided at the start of the year.</u>
				Youth Mental Health First Aid Training
				➤ Module Choice #1 (BLA Assigned)
				➤ Module Choice #2 (BLA Assigned)
				District Training Modules
				➤ Session 1 /September 8 th
				➤ Session 2 /October 6 th
				➤ Session 3 /November 3 rd
				➤ MID-YEAR GABFEST / January 4 th ? (TBD)
				School TIP Orientation Training Experiences
				BLA/Mentor/Participating Teacher Initial Meeting
				Complete Observation(s)/Visits of Model Teachers (Optional)
				Mentor Observations and Post Conferences
				Mentor/Participating Teacher Formative Observation #1
				Reflection Conference with Mentor
				Mentor/Participating Teacher Formative Observation #2
				Reflection Conference with Mentor
				Mentor/Participating Teacher Formative Observation #3
				Reflection Conference with Mentor
				Administrator Observations and Post Conferences
				BLA Initial Observation Completed (within the first 45 days)
				Reflection Conference with BLA
				BLA/Participating Teacher Mid-Year Observation (#2)
				Reflection Conference with BLA
				BLA/Participating Teacher Summative Observation (#3)
				Reflection Conference with BLA
				BLA/Participating Teacher Final Summative Evaluation Conference
				TIP Log completed
				Review of upcoming expectations for Category 2 TIP Participants OR Early Exit
				Notification of Completion Form Completed
				Transfer of Required Forms to Designees Listed Below

The Building Level Administrator shall send copies of the completed Category 2 Teacher Induction Program Log and the Notification of Completion Form to:

- Participating Teacher
- Director, Professional Development



TEACHER INDUCTION PROGRAM (TIP) COMPLETION NOTIFICATION FORM

The Building Level Administrator uses this section to verify the completion of the Citrus County School District Teacher Induction Program for the Participating Teacher.

Participating Teacher: _____
(Print)

Building Level Administrator: _____
(Print)

School: _____ Participating Teacher Employee ID#: _____

Check the indicator below signifying that the Participating Teacher named above has successfully completed the Citrus County School District Teacher Induction Program.

Has

The Participating Teacher has successfully completed (check one):

- One-year Teacher Induction Program (teachers with more than three years of experience)
- Two-year Teacher Induction Program (teachers with less than three years of experience)
- Two-year Teacher Induction Program - **Early Exit Option** as recommended by BLA

Building Level Administrator Signature

Date

Participating Teacher Signature

Date

Copies of the Completion Notification Form and the TIP Log shall be provided to and maintained by the following:

- Participating Teacher
- Human Resources Department
- Director, Professional Development