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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** **Monday, August 25, 2008**

**Entity:** Marion Center Area SD  
**Address:** 22820 Route 403 Hwy N  
PO Box 156  
Marion Center, PA 15759-0156  
**Phone:** (724) 397-5551 Ext: 5950  
**Contact Name:** Chris DeVivo

## Teacher Induction Planning Participants

Name	Affiliation	Membership Category	Appointed By
Amy Gaston	Coordinator of Special Education	Administrator	Superintendent
Chris Devivo	Superintendent	Administrator	Self
Donna Bruder-Smith	Elementary Principal	Administrator	Superintendent
Elaine Settelmaier	Director of Curriculum, Instruction and Assessment	Administrator	Superintendent
Glenda Cribbs	Social Studies Teacher	Secondary School Teacher	Marion Center Area Education Association
Matt Jioio	Middle School Principal	Administrator	Superintendent
Robert Edwards	Middle School Assistant Principal	Administrator	Superintendent
Thomas Trunzo	High School Principal	Administrator	Superintendent
Toni Receski	Elementary Teacher	Elementary School Teacher	Marion Center Area Education Association

## Goals and Competencies

The goal of the induction program is a planned experience to give every new teacher entering the MCASD the values that define the functioning of the learning system at MC, the code of professional practice for educators, and the methods relating to students, professionals, and nonprofessionals. Another goal is to enhance teaching performance so that the student learning outcomes which are in compliance with chapter 4 and 5 regulations are achieved.

1. Incorporate the induction process as part of the professional development plan.
2. Incorporate the induction process as part of the district supervision plan.
3. Provide the mentor and the new teacher with a calendar of meetings between mentors, inductees, and administration.

Competencies in alignment with PDE Form 426:

- Satisfactory rating in Category 1 - Planning and preparation
- Satisfactory rating in Category 2 - Classroom Environment
- Satisfactory rating in Category 3 - Instructional Delivery
- Satisfactory rating in Category 4 - Professionalism

## Assessment Processes

Inductee assessment will be completed by the teacher, mentor, administrator, and superintendent throughout the school year:

- Scheduled and informal meetings where discussions occur between the inductee and the mentor.
- Building principal discussions with mentor and inductee
- Observations (4) and evaluations (Two satisfactory PDE 426 evaluations) by the supervisor of the inductee. Four administrative observations including pre and post conferences
- Four portfolio submissions of each semester for the first three years.

- Participation in curricular and extra-curricular activities
- Participation in building or district initiatives
- First year log entries
- End of year meeting with the superintendent

### **Mentor Selection**

Mentor teachers at the MCASD are selected from a pool of volunteers and are chosen according to years of service, administrative approval; and when possible, within content area, specialty area or grade level.

Mentors will be trained by MCASD administration in conjunction with IU 28.

### **Activities and Topics**

Building tour and orientation meeting

Informal introduction to district at first in-service day

Formal introduction to building staff at first in-service day

Beginning of year IAP (Focused Assistance) meeting with principal

Half day mentor meeting every quarter-discussion revolves around Code of Conduct, building and district procedures, discipline issues, lesson planning and curriculum instruction, assessments and data interpretation, etc.

Attend four IU sponsored induction meetings-2 being mandated and 2 selected by the inductee

Mid-year IAP meeting with principal

Inductee observes mentor twice

Mentor observes inductee twice

End of year IAP (Focused Assistance) meeting with principal

Portfolio completion

End of year evaluation meeting with mentor, building principal and superintendent

If necessary, provide added in-service, observations, reflections, etc. to meet the needs of the newly inducted teacher.

### **Evaluation and Monitoring**

Program assessment will be completed by the teacher, mentor, administrator, and superintendent during the last in-service day of the school year. Furthermore, the local teachers union will fully endorse the MCASD induction process.

Evaluation and procedures to measure the effectiveness of the Teacher Induction Plan

1. Program Evaluation process of the Inductee/Mentor - Appendix C and D
2. Satisfactory PDE 426
3. Discussions between Inductee/Mentor/Administrator on final inservice day
4. Data of continuous improvement via four observation cycles in Differentiated Supervision Plan
5. Increases in AYP for all requirements to be measured by NCLB and PSSA.

Maintenance of Records of Participation

1. Mentor teacher checklist of activities
2. Inductee's checklist of activities completed
3. Dates and documentation of half day meetings and peer observations
4. Superintendent must certify the completion of the induction process of PDE

### **Participation and Completion**

Once the program is complete, all records of mentor/inductee participation, including booklets, checklists, observation write ups, etc, are to be kept in the office of Curriculum, Instruction and Assessment. Classroom observations by the building principal are to be kept in the teacher's file at the building level; while evaluations(PDE 426) are kept on file at the Superintendent's Office.

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