
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
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Teacher Induction Report **Wednesday, October 31, 2007**

Entity: Blairsville-Saltsburg SD
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Teacher Induction Planning Participants

Name	Affiliation	Membership Category	Appointed By
Barbi, Cynthia	Blairsville Elementary School	Elementary School Teacher	BSEA Teachers
Bucco, Linda	Saltsburg Elementary School	Elementary School Teacher	BSEA Teachers
Cable, Mark	Blairsville & Saltsburg Business Owner	Business Representative	BSSD School Board
Cunkelman, Daniel	Blairsville-Saltsburg School District	Ed Specialist - Instructional Technology	BSSD Administrative Team
Davis, Donald	Saltsburg Elementary School	Administrator	BSSD Administrative Team
Dill, Bernard	Blairsville High School	Secondary School Teacher	BSEA Teachers
Forte, John	Blairsville Middle School	Middle School Teacher	BSEA Teachers
Hanley, Theresa	Blairsville-Saltsburg School District	Administrator	BSSD Administrative Team
Haselhoff, Timothy	Blairsville High School	Administrator	BSSD Administrative Team
Henderson, Joyce	Blairsville Middle School	Administrator	BSSD Administrative Team
Jackson, Lisa	Blairsville Elementary School	Elementary School Teacher	BSEA Teachers
Johnson, Dr. Shirley	Blairsville Elementary School	Administrator	BSSD Administrative Team
Kaylor, Gregory	Blairsville High School	Secondary School Teacher	BSEA Teachers
Kostic, Eric	Saltsburg Middle/High School	Administrator	BSSD Administrative Team
Lupyan, Kathy	Saltsburg Elementary School	Elementary School Teacher	BSEA Teachers
Metzgar, Dana	Saltsburg Middle/High School	Secondary School Teacher	BSEA Teachers
Nadonley, Arnold	Blairsville-Saltsburg School District	Administrator	BSSD School Board
Ross, Janet	Saltsburg Elementary School	Elementary School Teacher	BSEA Teachers
Santoro, Alice	Blairsville	Parent	BSSD School Board
Satler, Daniel	Saltsburg	Parent	BSSD School Board
Shirley, Debra	Saltsburg High School	Secondary School Teacher	BSEA Teachers
Stiffler, Becky	Saltsburg Elementary School	Elementary School Teacher	BSEA Teachers
Thomas, Karen	Blairsville High School	Ed Specialist - School Counselor	BSEA Educational Specialists
Veronie, Darlene	Saltsburg	Business Representative	BSSD School Board
Zedick, John	Blairsville	Community Representative	BSSD School District

Goals and Competencies

The induction of new members into a school district is an important part of professional education. The process of inducting new educators provides support and assistance during initial experiences in the district. Goals of the induction program include provision of:

- a guided and orderly initial professional experience.
- ongoing and systematic contact between inductees, experienced faculty and administration.
- opportunities that aid inductees' understanding of district policies, practices and culture.
- resources to increase the knowledge and skills of the inductee.

The Code of Professional Practice and Conduct for Educators sets forth rules of conduct to which professional educators are legally bound. New employees will be informed of the code as well as provided with a copy of the code.

New employees will also receive orientation to:

- the induction program.
- district and school policies, procedures and resources.
- district curriculum.
- the community.

In addition, inductees will be able to:

- adjust to the organizational structure of the district as well as the assigned school site.
- become familiar with the district strategic plan including the vision, mission and goals.
- demonstrate an understanding of the diverse needs of students and develop effective instructional delivery methods that meet the needs of diversified learners.
- develop an ability to assess students and analyze data.
- develop a program of effective communication with the school and community population.
- develop and refine managerial and organizational skills.
- demonstrate an understanding and completion of professional responsibilities including reflection and professional growth (Act 48, Instructional II certification)

The induction program must last for at least one school year.

Assessment Processes

All participants in the induction program, including the inductees will be aware of their responsibilities. Inductee responsibilities will include:

- attending all orientation activities.
- seeking help when needed.
- observation of experienced teachers.
- regular meetings with mentor.
- communication with other inductees to discuss experiences.
- evaluation of the program.
- maintaining a journal to develop the practice of reflective teaching.

Mentor Selection

Selection Procedure

All professional educators are considered part of the active mentor candidate pool based on

meeting the established selection criteria.

The principal will select the support teacher from the pool based upon the selection criteria, background and needs of the inductee, and availability to the inductee.

Selection Criteria

All support teachers shall have:

- at least five years of successful teaching experience.
- at least three years of employment with the Blairsville-Saltsburg School District.
- a similar certification and assignment.
- an Instructional II certificate.
- a history of outstanding work performance.
- demonstrated competence in instruction, planning and classroom management.
- knowledge of district and school policies, procedures and resources.
- the ability to model continuous learning and reflection.
- an ability to work with students and other adults.
- a positive attitude toward the teaching profession.
- a willingness accept the additional responsibility and serve beyond the school day.

Mentor Skills

Mentor teachers must demonstrate:

- an understanding of the mentor role.
- good communication skills.
- coaching and conferencing skills.
- effective teaching skills.
- problem solving and solution thinking skills.
- a knowledge of adult learning and development.

Activities and Topics

The Blairsville-Saltsburg School District will provide a New Teacher Orientation Day in August before the start of the school year. During this required training day, mentor program inductees will:

- receive an introduction to the Blairsville-Saltsburg School District and surrounding communities.
- receive an orientation to district policies and procedures.
- review business office forms, benefits and procedures.
- review the faculty handbook, grade book, plan book, attendance procedures, grading procedures, discipline policies, building duties and responsibilities and teacher evaluation practices.
- secure all curriculum materials.
- receive an orientation to district technology resources and the skills necessary to utilize these resources.

The mentor will contact the inductee prior to the start of the school year and/or the start of the inductee assignment to:

- secure curriculum materials.
- review the induction plan.

During the first nine weeks of the inductee assignment, the inductee will meet with the following to discuss procedures:

- director of special education.
- guidance counselor.
- librarian.
- nurse.
- office secretary.

During the course of the school year, the inductee will:

- complete a minimum of four classroom visits as arranged by the mentor.
- meet with the mentor at least once per week.
- observe at least two times in the classroom of the mentor.
- attend any scheduled Building Induction Team meetings.
- review the Code of Professional Practice and Conduct for Educators.
- along with the mentor, complete the Program Evaluation Form.
- complete the Evaluation Form, the Final Evaluation and the Needs Assessment Survey for the New Teacher.
- along with the mentor, meet with the building administrator once per semester to review growth and development.

Evaluation and Monitoring

Monthly evaluation forms will be returned to the Director of Education. Changes in mentor/inductee assignments will be determined by the Director of Education.

The induction program will be evaluated at least annually and revised as needed. The evaluation will include input from all of the participants related to the achievement of the program goals, objectives and competencies.

The program will be evaluated by the District Induction Council from data collected on the evaluation forms. The evaluation forms will be completed by the inductees, support teachers and administrators.

Successful completion of the induction program will be verified by the superintendent on the application for Level II certification (Professional Personnel Form 4511). The school will maintain accurate records of the completion of the program and must give a copy of the letter, form or certificate of completion to the inductee.

The records will be kept on file in the central administration office.

Participation and Completion

The program will be evaluated by the district induction council from data collected on the evaluation forms.

These forms include:

- Support Teacher/Administrator Program Evaluation
- Inductee Program Evaluation

- Inductee Final Evaluation
- Needs Assessment Survey for New Teacher

The evaluation forms will be completed by the inductees, the support teachers and district administrators. The plan must be completed in entirety, signed and submitted to the district Office of Education. These forms are district level records that will be maintained in the Central Office to track the completion of Induction Plan requirements

Inductees who successfully complete the program will be presented a Certificate of Completion signed by the superintendent. The superintendent will verify on the application for Level II certification (Form 338 P) successful completion of the induction program.

Records will be kept on file in the central administration office.