

Hillsborough County Public Schools
Teacher Induction Program



Hillsborough County
P U B L I C S C H O O L S
Excellence in Education

*Professional Development
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Hillsborough County
PUBLIC SCHOOLS
Excellence in Education

The following applies to ALL teachers with no previous experience new to Hillsborough County Public Schools.

- All new teachers in Hillsborough County Public Schools will be enrolled in the Teacher Induction Program (TIP). The TIP is a mandatory two-year induction program for teachers with no previous teaching experience that includes structured activities and formal mentoring. Every first-year teacher will be provided with a mentor. Mentors will be assigned by the director of New Teacher Induction. Teachers will have an opportunity to meet their mentors during New Teacher Orientation. Teachers hired after New Teacher Orientation will receive a mentor within 10 working days of their start date.
- A mentor is identified by the director of Teacher Induction. Mentors will be assigned to new teachers prior to the beginning of the school year. Any teacher hired after the beginning of school will also be assigned a mentor. Other educators who want to support the new teacher will work closely with the mentor in order to meet the teacher's needs.
- The mentor will be responsible for maintaining the new teacher's padfolio. This padfolio will contain the Accomplished Practices form, Action Plan, and other documentation related to the successful completion of the Teacher Induction Program. All new teachers must successfully demonstrate the 12 Florida Accomplished Practices.
- The site administrator will meet with the mentor at least quarterly to discuss progress. The site administrator must sign the Accomplished Practices document each year.
- Site administrators are encouraged to find other educators who should support veteran teachers who are new to the district or building.
- All teachers new to the district, and new to the school, need assistance and support.
- All teachers must successfully demonstrate the *12 Accomplished Practices*.
- Any teacher who was a non-education major enters TIP, unless he/she joins the district Alternative Certification Program (ACP) or Science and Math Accelerated Readiness for Teaching (SMART) Program.

Professional Development Requirements for TIP

- All teachers must attend *Professionalism Through Integrity: Code of Ethics* training (Accomplished Practice #6). Code of Ethics is offered at the district level bi-monthly. This course is a blended model which requires teachers to complete an on-line component before the face-to-face portion of the course.
- All teachers must complete the *Crisis Intervention* requirement. This will be an on-line course that can be accessed through the Professional Development System.
- All teachers must complete the *Diversity* requirement (Accomplished Practice #5). This requirement is met through an observation that teachers will have with their mentor. This activity will require teachers to go through the Equity Observation activity with their mentors.

**** These three requirements will be reflected on the participant's inservice record once they have completed the training activities. ****

In addition to these requirements, a copy of the teacher's Florida teaching certificate (either professional or temporary) should be placed in the portfolio.

New teachers will be provided a mentor for two years who will be working with the New Teacher Center Formative Assessment System.

The New Teacher Center Formative Assessment System (FAS) is a set of tools that will help you and your mentor identify accomplishments and challenges during your first two years of teaching. Although the FAS tools can help focus your work together, many factors will influence you and your mentor's collaboration. Your mentor's knowledge and experience and your growing relationship will help support your professional areas for growth as well as support your students' academic needs. The FAS tools provide you and your mentor with important information about your work that can then systematically guide the advancement of your practice.

**For support in TIP for Year 1 teachers, please feel free to contact
Jamalya Jackson at (813) 840-7021.**

Teacher Induction Program (TIP) Completion

*The following requirements apply to all teachers new to the district
not enrolled in the ACP Program.*

In addition to the requirements mentioned on the preceding page,
teachers in TIP should complete the following:

YEAR 1 ACTION PLAN

**This program is for all teachers that are assigned a mentor.*

Accomplished Practice	Professional Development Activity	Evidence of Completion
Communication	Complete the School and Community Resource document from NT Padfolio Role play with Mentor Utilizing Building Partnerships with Parents Worksheet	School and Community Resource Document Two copies of parent communication forms (can include, but not limited to, parent conference forms, newsletter, edline, email, or phone log)
Code of Ethics	District Level Training	Inservice Record
Learning Environment	CHAMPS / DSC	Copy of Classroom Management Plan Inservice Record
Planning	Powerful Lesson Planning	Copy of Lesson Plan using Backwards Planning Template Professional Development Reflection Log Inservice Record
Role of the Teacher	Crisis Intervention Training Conducted by Mentor	Crisis Intervention Test 80% or better Inservice Record
Technology	Utilize IDEAS, PDS, and Sagebrush with Mentor	Class Profile Sheets from Sagebrush
Knowledge of Subject Matter	Content Area Training * Refer to specific content area requirements	Professional Development Reflection Log Inservice Record

YEAR 2 ACTION PLAN

Accomplished Practice	Professional Development Activity	Evidence of Completion
Assessment	Attend <u>I Hate Data</u> Course	Professional Development Reflection Log Inservice Record
Continuous Improvement	Analysis of Student Work and Case Study	Analysis of Student Work Reflection Log
Critical Thinking	<u>HOT</u> Training	Professional Development Reflection Log Inservice Record
Diversity	Equity Observation Process	Equity Observation
Human Development and Learning	<u>Differentiated Instruction</u>	Professional Development Reflection Log Inservice Record Equity Observation
Technology	Utilize IDEAS, PDS, and Sagebrush with Mentor	Class Profile Sheets from Sagebrush
Knowledge of Subject Matter	Content Area Training * Refer to specific content area requirements	Professional Development Reflection Log Inservice Record

Teacher Induction Program

**This program is designed for teachers that are not assigned a mentor.*

Teachers entering Hillsborough County with experience will automatically be placed into the Teacher Induction Program for Veteran Teachers. This process will be managed by a site administrator. Teachers with 3 or more years of successful teaching experience can apply to go through the Early Completion Option.

Experienced teachers will be required to have a pre and post observation as well as completing activities that will demonstrate success within the Florida Educators Accomplished Practices. These activities are described below.

If a teacher has had a “break in service” with our district, he/she must be placed in TIP for experienced teachers. If the teacher is highly effective in the classroom, the school administrator may choose to allow the person to enter the Early Completion Option. (ECO procedures are explained later in this packet.)

Accomplished Practice	Professional Development Activity	Evidence of Mastery
Communication	Communication with parents	Two copies of parent communication forms (can include, but not limited to, parent conference forms, newsletters, edline, email, or phone log)
Code of Ethics	District Level Training	Inservice Record
Knowledge of Subject Matter	Content Area Training * Refer to specific content area requirements	Professional Development Reflection Log Inservice Record
Learning Environment	Classroom Management Course (i.e. CHAMPS, Discipline in the Secondary Classroom)	Copy of Classroom Management Plan Professional Development Reflection Log
Planning	3 Hour Powerful Lesson Planning Course	Copy of the lesson plan from the formal observation and a reflection on the lesson
Assessment	Assessment	Copy of an assessment and the results with a reflection of your instructional decisions
Technology	Utilize IDEAS, PDS, and Instructional Planning Tool	Class Profile Sheets from the Instructional Planning Tool
Continuous Improvement	Educational Impact Online Training	Inservice Record
Critical Thinking / Diversity / Human Development and Learning	HOT Training and Differentiated Instruction	Lesson Plan with Formal Observation

Upon completion of the above activities and two observations, if a teacher is still not demonstrating success, the Department of Professional Development will assist the teacher and site administrator in developing an action plan to meet the teacher’s specific needs.

For support in TIP without a mentor or early completion teachers, please feel free to contact Shannon Bogle at (813) 840-7007.

Early Completion Option

A teacher holding or eligible for a Florida Professional Teaching Certificate may be considered for the Early Completion Option from the Teacher Induction Program through an application process. The application process must be completed 90 days from their start date and sent to the Department of Professional Development. The following documentation should be included:

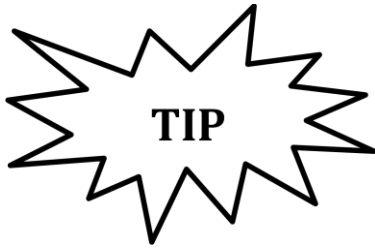
- Documentation that the teacher has successfully taught for at least three full years. Documentation can include evaluations from previous work sites or a letter of recommendation from prior principals/supervisors.
- Formal Observation indicating satisfactory performance conducted by the current principal/site administrator.
- Current principal or site administrator signature on Early Completion Option recommendation form.

The induction team will review the application to determine if the teacher is eligible for the Early Completion Option. If the teacher is eligible for the ECO, he/she will receive a packet outlining the requirements of the program. If the teacher is not eligible for the ECO, he/she will be provided a padfolio and provided assistance as they complete the formal Teacher Induction Program.

Requirements of the Early Completion Option

Along with a pre and post observation by the site administrator, a teacher enrolled in ECO will be required to document successful practice in each one of the Florida Educators Accomplished Practices.

Accomplished Practice	Professional Development Activity	Evidence of Mastery
Communication	Communication	Two copies of parent communication forms (can include, but not limited to, parent conference forms, newsletters, edline, email, or phone log)
Code of Ethics	District Level Training	Inservice Record
Knowledge of Subject Matter	Content Area Training * Refer to specific content area requirements	Professional Development Reflection Log Inservice Record
Learning Environment	Learning Environment	Copy of Classroom Management Plan
Planning	Planning	Copy of the lesson plan from the formal observation and a reflection on the lesson
Assessment	Assessment	Copy of an assessment and the results with a reflection of your instructional decisions
Technology	Utilize IDEAS, PDS, and Instructional Planning Tool	Class Profile Sheets from the Instructional Planning Tool
Continuous Improvement	Educational Impact Online Training	Inservice Record
Critical Thinking / Diversity / Human Development and Learning	Critical Thinking / Diversity / Human Development and Learning	Formal Observation



Teacher Induction Program (TIP)
Early Completion Option Recommendation Form

Teacher _____

Lawson Number _____

Hire Date _____

Years of Experience _____

Teacher has successfully taught for at least 3 full years.
(Documentation can include evaluations from previous work sites or a letter of recommendation from prior principals/supervisors.)

Formal Observation indicating satisfactory performance conducted by the current principal/site administrator.

Current administrator recommends teacher for EOC.

Signature _____

APPEAL PROCESS

Unsuccessful Completion of the Teacher Induction Program

If, after two years or the duration of the temporary certificate, there continues to be unsuccessful performance in the TIP, the administrator indicates on the *Documentation of Accomplished Practices* form that the teacher “*Has not successfully completed the Teacher Induction Program.*” The teacher may choose to appeal this administrative decision in this manner:

1. An **appeal** may be made by the teacher within ten days of notification of unsatisfactory completion of TIP. The participant submits a written request to his/her principal for reconsideration of the decision. The principal then notifies the teacher of the results of this reconsideration based on the teacher’s written request.
2. If the second decision is unsatisfactory completion, the teacher has ten days to submit a written request to his/her principal for a meeting with their mentor and site administrator to review all materials in the portfolio. If the materials in the portfolio support the administrative decision, the decision stands.
3. Within ten days of the appeal meeting, the teacher may request, in writing, a conference with the superintendent (or designee) and the building level administrator. The superintendent (or designee) reviews the portfolio and decides whether the teacher has successfully completed the PNE, will be granted an extension, or that the administrative decision stands.

Teacher Induction Program (TIP) Participant Awareness Checklist

An educator who holds a *three-year temporary certificate* must:

- Take and pass the following:
 - General Knowledge Test
 - Florida Professional Education Test
 - Florida Subject Area Examination
 - Teacher Induction Program or
 - Alternative Certification Program or Science and Mathematics Accelerated Readiness for Teaching (SMART) Program
- Successfully complete all course work required for certification.
- Successfully complete the following trainings:
 - Crisis and Substance Abuse on-line course and test
 - Professionalism Through Integrity - Code of Ethics (district)
 - Diversity Component (Equity Observation done with mentor)

Upon successful completion of all of the above, apply for a Florida Professional Educator's Certificate.

I have read and understand my responsibilities as a participant in the Hillsborough County Public Schools Teacher Induction Program (TIP).

Name _____

School _____

Date Read and Signed _____