## Frazier School District Teacher Induction Handbook



2025-2026

#### I. Goal Statement and Objectives

#### A. Goals

#### 1. Program Goals

- To provide support for the teacher new to the Frazier School
   District and to help ensure an orderly and successful passage of
   the beginning teacher through the first two years of teaching in
   the Frazier School District and throughout his/her teaching career
- b. To design and implement an orientation programs to address the professional knowledge and skills needed of the new teachers

#### 2. Individual Goals

- a. To provide educators with an overview of professional practice within the context of the Danielson Framework for Teaching
- b. To provide new educators with basic information and knowledge about the school, school district, and resident students in order to increase their effectiveness in fulfilling their duties
- c. To provide specific training in the Standards Aligned System, data informed decision making, curriculum, lesson planning, teaching strategies, classroom management, resiliency, and effective interaction with students
- d. To provide new educators with staff development experiences to achieve a successful transition into the district's educational program
- e. To provide experience professional insights, and encouragement to achieve success as new employees

#### **B.** Objectives of the Induction Program

- 1. To build a professional relationship between the inductee and the induction team by:
  - a. Forming a building level induction team from a pool of qualified teachers and other personnel
  - b. Providing training for induction team members
  - c. Providing opportunities for interaction among induction team members.

- 2. To build a knowledge base of essential resources, policies and procedures at:
  - a. The building level
  - b. The district level
  - c. The I.U. level
  - d. The state level
  - e. The federal level
- 3. To understand effective classroom techniques and procedures by:
  - a. Introducing and reinforcing effective classroom management skills
  - b. Providing reinforcement for effective delivery of the curriculum
- 4. To build an awareness of expectations by:
  - a. Fostering professional attitudes and positive self-esteem
  - b. Defining community, district and building expectations
  - c. Defining beginning teacher expectations
- 5. To participate in the 2-year Intermediate Unit 1 Induction Consortium
  - a. Act 48, Instructional II, Educator Effectiveness, PA Core Standards, PA Accountability and Assessment, and ESL Overview
  - b. Instructional Strategies
  - c. Technology Integration
  - d. School Law
  - e. Inclusive Practices
  - f. Excel, PowerPoint, Word

#### **II. Induction Council**

#### A. Purpose

To plan, develop, implement, oversee and evaluate the Teacher Induction Program.

#### B. Membership

- 1. Superintendent
- 2. Elementary Schools Principal
- 3. Secondary Principals
- 4. FEA President
- 5. Elementary Teachers to be recommended by FEA
- 6. Middle School Teacher to be recommended by the FEA
- 7. Senior High School Teacher to be recommended by the FEA
- 8. Supervisor of Special Education

#### C. Responsibilities

- 1. To coordinate the District Induction Program
- 2. To identify the training needs of inductees
- 3. To evaluate and recommend improvement of the District's Induction Program
- 4. To design a training program for mentors

#### CI. Mentor Selection

- 1. Mentor Teachers
  - a. Mentor teachers are selected from experienced, certified teachers who are identified as successful, effective classroom teachers and who exhibit the following characteristics:
    - Project a professional image
    - Are generally positive
    - Are willing to share and lend support
    - Are in the same building, if possible as the new teacher they are to support
- 2. Function of Mentors
  - a. Act as a support and resource person for the new teacher
  - b. Participate in mentor training and other in-service programs related to the induction process as appropriate
  - c. Help new teachers to identify most immediate and pressing needs
  - d. Serve as a sounding board for the new teacher
  - e. Meet and interact with the new teacher on a regular basis
- 3. Mentor Teacher will be selected by the building principal

#### CII. Mentor Teams

- 1. Mentor Teams are comprised of core group members, including building administrator, mentor, and inductees. Additional members may be added as resource members according to emerging needs of the inductee.
- 2. The function of mentor teams is to provide a supportive and professional growth environment for the inductee(s) in, which individual members of the team can fulfill their described functions and can act in concert as appropriate to the needs of the district and inductee(s).
- 3. Inductee Responsibilities as a Team Member:
  - a. Meet and interact with induction team members on a regular basis
  - b. Communicate needs to respective induction team members
  - c. Participate in inductee seminars and activities

#### **III. Design Principles**

#### A. District Level

The Induction Program sessions will emphasize the four domains of an effective teacher as identified by the Charlotte Danielson Evaluation Instrument. An effective teacher 1) has effective planning and preparation techniques, 2) establishes an effective classroom environment, 3) designs and implements effective instructional strategies, and 4) maintains professional responsibilities as an educator. In addition, to the emphasis on effective teacher characteristics, a technology component will be included which promotes effective management and the integration of technology into the classroom. Moreover, alignment of curriculum, instruction, and assessment with State standards and district objectives will be included when discussing lesson mastery. How to achieve happiness and success as a teacher as well as the characteristics of a professional educator will also be ongoing themes.

#### 1. Effective Teaching Integration

- a. Planning and Preparation Expectations
  - Demonstrate Knowledge of Content and Pedagogy
  - Demonstrate Knowledge of Students
  - Setting instructional outcomes
  - Demonstrating knowledge of resources
  - Designing coherent instruction
  - Designing student assessments

#### b. The Classroom Environment Expectations

- Create an environment of respect and rapport
- Establishes a culture for learning
- Managing classroom procedures
- Managing student behavior
- Organizing physical space

#### c. Instruction Expectations

- Communicating with students
- Using questioning and discussion techniques
- Engaging students in learning
- Using assessments in instruction
- Demonstrating flexibility and responsiveness

#### d. Professional Responsibilities Expectations

- Reflecting on teaching
- Systems for managing students' data
- Communicating with families
- Participating in professional communities
- Growing and developing professionally
- Showing professionalism

#### 2. Technology Integration

This competency includes instruction on how to integrate technology into the classroom as well as how it can be used to differentiate instruction. Inductees will also have a chance to experience learning in an online environment. The choice of topics may include instruction through Google Training in the use of Sheets, Docs, Drive, and Slides. Participants may also choose to take any 1 credit technology course by Intermediate Unit #1 to fulfill the Year 2 Induction requirement.

#### **B.** Consortium Level Activities

The consortium program is designed to assist districts in their efforts to help new employees to better understand the dimensions of their roles in education and to help prepare them for the challenges of creating a learning environment in which all students can succeed.

The I.U.1 District Consortium Induction Program creates a collaborative learning environment that ensures the selected characteristics above are addressed through a variety of courses and workshops. The first two classes are facilitated in a face-to-face session, requiring inductees to engage with colleagues from their own district as well as inductees from other participating districts. The remaining classes are delivered via an online learning management system. Through this system, inductees participate in online discussions to encourage continued collaboration across the region. Our intention is to build camaraderie amongst educators from the same district as well as educators throughout the consortium via digital tools.

#### Year 1:

Act 48, Instructional II, Educator Effectiveness, PA Core Standards, PA Accountability and Assessment, and ESL Overview: During this session, inductees focus on state-level and LEA-wide initiatives, practices, policies, and procedures. They examine the requirements to maintain their certificate through Act 48 and to achieve their Instructional II Certificates. The inductees explore the Educator Effectiveness System and learn about the Danielson Framework. The SAS Portal is the primary source used to access standards, the curriculum frameworks, lesson resources and materials that have been shown to improve student achievement. Inductees are also exposed to and engage in

interactive activities with Pennsylvania's Accountability/Assessment System, School Performance Profile, and PVAAS reporting. It is expected that inductees will receive any expectations specific to LEAs or school buildings through local in-service meetings throughout the school year.

**Instructional Strategies:** This session is designed to give inductees and in-depth walk-through of Domains 2 and 3 of the Danielson Framework. Under Domain 2, participants explore the Classroom Environment via research-based instructional strategies that they could implement in their own classrooms. Participants examine each component of Domain 2 and spend a significant amount of time learning about and sharing resources on establishing a positive classroom rapport, including classroom management strategies. Participants are exposed to the PD Modules in the SAS portal to learn more about any of the components in the Danielson Framework. The second half of the session is spent on Domain 3 and instructional practices known to improve student achievement. Specifically, inductees learn about Webb's Depth of Knowledge, practice writing high-level questions, and exploring high-level tasks appropriate for their grade-level or content area. To conclude the session, participants view a video of a teacher in class and discuss what evidence they discover about the Classroom Environment and Instructional Strategies.

**Technology Integration:** Participants in this session will receive hands-on experience with 21st century learning tools. They will explore the latest instructional practices using technology that have been shown to impact student achievement. By addressing different tools available to meet the needs of students in their classrooms, inductees will increase their ability to give all students access to challenging work. All participants are required to develop at least one SAS-aligned lesson plan that integrates technology and complete an action plan for implementation of the lesson.

**School Law:** Participants in this course will identify the critical areas of School Law that are relevant to working with students, staff, and parents in public school settings. Resources used include: PA School Code-Title 22, PA Chapter 22-Code of Professional Practice for Educators, Confidentiality and the Law, Chapter 14 Special Education and Programs, Basic Due Process for PA Educators, and current case law. Thoughtful interaction with four forums is required on topics including the Code of Professional Practice for Educators, Inappropriate Teacher Student Interaction, Understanding Confidentiality, and Special Education - Critical Elements for Beginning Teachers. Class members must research and summarize a current legal case as well as write a 500-word paper addressing the related issues of Teacher Rights, Tenure and Due Process.

#### Year 2:

**Inclusive Practices:** This workshop provides and overview and history of Least Restrictive Environment and it defines the differences between inclusion, team teaching, and co-teaching. Inductees learn six approaches to co-teaching, classroom strategies for implementing the approaches, and online resources to assist teachers when planning for co-teaching. Throughout this course, inductees will refine their ability to assign and scaffold challenging work to diverse student populations.

**Excel, PowerPoint, and Word:** While nearly every teacher has access to these Microsoft Office tools, few teachers understand how to integrate them into instruction. This session explores intermediate and advanced topics in Excel, PowerPoint, and Word and provides inductees with an opportunity to examine how they can be used to enrich instruction and collaborate with their peers. In addition to these tools, inductees discover presentation tools other than PowerPoint and consider how they could enable students to use these tools to demonstrate their own understandings.

#### IV. Monitoring of Induction Program

#### A. Evaluation and Monitoring

Both formal and informal assessment procedures are used to provide feedback to and from inductees regarding the experiences provided via the Induction Program.

Informal procedures include providing opportunities to raise issues that they would like to see addressed. The inductees are further encouraged to submit comments in writing. Additionally, the district coordinator gives and receives informal and formal feedback from the inductees and induction team and/or council.

Act 48/Induction evaluation and performance assessment are utilized at the conclusion of each session. These provide opportunities or feedback on the session and identification of additional needs/concerns of inductees in an on-going manner.

#### **B.** Participation and Completion

Attendance records are kept by Intermediate Unit #1 staff as well as by the Frazier School District. During April, of each year, the Frazier School District receives a spreadsheet indicating the names of participants and the I.U. #1 Induction sessions that they attended. Frazier School District also keeps records of meetings between mentors and inductees, completing and submitting a checklist of activities upon completion. The Frazier School District will certify that the inductee has fulfilled all requirements after it receives documentation from the Intermediate Unit.

#### **Needs Assessments for Teacher Inductees**

Inductee	Mentor	
Building	Date	
	nework of Teaching are listed below. Please circle four sold of Teaching. The circled items should be addressed by ar.	
Domain 1: Planning and Preparation	Domain 2: The Classroom Enviro	nment
Individual Differences	1. Classroom Management	
2. Lesson Plans	2. Discipline	
3. Materials Acquisitions	3. School Facilities	
4. Special Education	4. School Procedures (Classroom	
5. Pupil Support Services	and Non-classroom)	
6. I.U. Resources	5. Custodial / Clerical Relations	
7. Pupil Grading	6. Nurse/First Aid	
8. Portfolio Assessment	7. CPR/AED	
	8. Other	
Domain 3: Instruction	Domain 4: Professional Responsibilities	
1. PA Core Academic Standards	1. Professionalism	
2. Curriculum Mapping	2. Record keeping/Reporting	
3. Courses of Study	3. School Philosophy	
4. Integrated Language Arts Program	4. Public Relations	
5. Instructional Delivery Models (Teach	ching 5. Teacher Evaluation	
Strategies)	6. Parent/Teacher Relationships	
6. Communicating clearly and accurate	rely 7. Parent Conferences	
7. Demonstrating flexibility and response	nsiveness 8. School Policy/Procedures	
8. Other	9. School Handbook(s)	
	10. Summer Programs	
	11. Budget	
	12. Contributing to the School an	nd
	District	

Please list additional instructional or orientation needs that you might have below.

13. Other

## <u>Checklist of Induction Discussions</u> (To be completed by the Mentor)

Inductee	Mentor
Building	Date
Topics preceded by the mentor's initials in Mentor during the induction period.	ndicate the areas addressed by the above inductee and
Domain 1: Planning and Preparation Initials: 1. Individual Differences2. Lesson Plans3. Materials Acquisitions4. Special Education5. Pupil Support Services6. I.U. Resources7. Pupil Grading8. Portfolio Assessment	Domain 2: The Classroom Environment  Initials:  1. Classroom Management  2. Discipline  3. School Facilities  4. School Procedures  (Classroom and Non-classroom)  5. Custodial / Clerical Relations  6. Nurse/First Aid  7. CPR/AED  8. Other
Domain 3: Instruction	Domain 4: Professional Responsibilities
Initials: 1. PA Core Academic Standards2. Curriculum Mapping3. Courses of Study4. Integrated Language Arts Progr5. Instructional Delivery Models (T	Initials:  1. Professionalism  2. Record keeping/Reporting  3. School Philosophy  4. Public Relations  Feaching  5. Teacher Evaluation  6. Parent/Teacher Relationships  urately  7. Parent Conferences
	13. Other

#### Frazier School District "Teacher Induction Checklist"

Inductee	Grade Level
Building	School Year
Mentor	Principal

#### I. Policies and Procedures

#### A. Policies Effecting Students

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Student Rights			
Attendance			
Discipline			
Grading			
Testing			
Retention/Promotion			
Medical/Accident			
Student Activities			

#### **B.** Policies Effecting Employees

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Orientation/Induction	-		
Observation/Evaluations			
Certification/Tenure			
School Law/Teacher Liability			
Professional Ethics			
Conference Requests			
Employee Absences			
Employee Benefits			
Collective Bargaining			
Agreement			

#### C. General Policies

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Emergency Management			
Supplies/Requisitions			

#### II. Classroom Management

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Preparation/Lesson Plans			
Classroom Rules			
Discipline			
Techniques/Procedures			
Caring for Individual			
Differences			
Test Administration			
Record Keeping			

#### III. Teaching Techniques

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
SAS Website			
Differentiated			
Instruction			
Peer Coaching			
Problem			
Solving/Critical			
Thinking			
Integrated			
Instruction			

#### **IV.** Planned Course of Studies

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Learning Outcomes			
Subject Content			
Activities			
Resource Materials			
Assessment			
Techniques			

#### V. Strategic Plan

<b>Topic of Study</b>	Date Completed	Inductee Initial	Mentor Initial
Strategic Plan			
Mission Statement			
Educational Goals			
Priority Goals			
Student Learning			
Objectives			
Assessment			
Strategies			

#### **VI.** Educational Support Service

Topic of Study	Date Completed	Inductee Initial	Mentor Initial
Guidance Services			
Student Assistance			
Program			
Learning Support			
Program			
Office Support and			
Procedures			
Technology Services			
Custodial-Maintenance			
Services			
Intermediate Unit			
Services			
Community Agency			
Services			

#### **VII.** School-Community Relations

Topic of Study	<b>Date Completed</b>	Inductee Initial	Mentor Initial
Local Demographics			
Parent Conferencing			
Techniques			
Teacher/Parent/Student			
Involvement			

## THIS FORM MUST BE COMPLETED TO RECEIVE ACT 48 CREDIT / HOURS

Date	
Name	School Year
Title of Activity	Date(s)
Instructor(s)	
Time: From To	

Please respond to each item by circling the number that best describes your opinion.

5 Excellent, 4 Good, 3 Average, 2 Below Average, 1 Poor, 0 Not Applicable

#### A. COURSE / ACTIVITY CONTENT

1) Course induction was well organized.	5	4	3	2	1	0
2) Course induction objectives were clearly stated.	5	4	3	2	1	0
3) Activities and assignments were relevant to objectives.	5	4	3	2	1	0
4) All necessary materials / equipment / resources were readily available.	5	4	3	2	1	0

#### **B.** COURSE / ACTIVITY INSTRUCTION

1) My mentor was well prepared for the induction course.		4	3	2	1	0
2) My mentor was knowledgeable in all subject areas.		4	3	2	1	0
3) The manner of presentation of the material was clear.	5	4	3	2	1	0
4) My mentor was able to explain induction content.	5	4	3	2	1	0
5) The mentor was knowledgeable and was able to explain the activities.	5	4	3	2	1	0

## Frazier School District <u>Induction Program Completion Form</u>

Indu	ctee	Teaching Assignment		
Ment	or Teacher			
	Orientation and Acclimation	n Activities Check Indicates Completed		
1)	Needs Assessment for Teacher Indu			
2)	Checklist of Induction Discussions			
3)	Teacher Induction Checklist			
4)	Act 48 Credit Form			
5)	SAS Training			
6)	Danielson Model Training			
7)	Professional Code of Conduct			
8)	Personal and Professional Concerns			
9)	Others [List]			
	Completed	Category of Programs		
1)	Danielson Model			
2)	Technology Intergration			
3)	SAS Training			
4)	IU 1 Year 1			
5)	IU 1 Year 2			
6)	Act 48 and Level II			
Othe	r			
1)				
2)				
3)				
The I	inductee named has completed the req	quirements of the Induction Program.		
Princ	cipal	Date		
Supe	erintendent	Date		

## **Certificate of Completion**

May it be known that this certificate has been presented to
<del></del>
In recognition of having fulfilled the requirements of the
Intermediate Unit 1 Induction Consortium Program
and the
Frazier School District
Intermediate Unit I Superintendent

**Board President** 

Date

# Intermediate Unit 1 INDUCTION CONSORTIUM SCHEDULE



2025-2026

You will need to consult with your building principal regarding dates before registering, as staff are required to register prior to the start of each course and will have the opportunity to choose which dates to attend during the registration process.

YEAR 1 | DAYS 1 & 2 | LEVEL II CERTIFICATION, ACT 48, EDUCATOR EFFECTIVENESS, PDE SAS/STANDARDS, INSTRUCTIONAL STRATEGIES AND CLASSROOM MANAGEMENT| 1 CPE CREDIT

#### Dates (participants should choose one option):

Option 1: Monday, September 29, 2025 to Sunday, October 26, 2025 Option 2: Monday, November 3, 2025 to Sunday, November 30, 2025

- Participants will complete all online activities, including a review of PPT's, videos and assignments
- Location: Asynchronous online courses via IU1 Moodle participants will be sent a link prior to the start of the course
- To receive credit, you must attend both Day1 and Day 2 online sessions and complete all Moodle assignments, and course evaluations.

### YEAR 1 | DAYS 3 & 4 | SCHOOL LAW AND TECHNOLOGY INTEGRATION | 1 CPE CREDIT

#### Dates (participants should choose one option):

Option 1: Monday, January 12, 2026 to Sunday, February 8, 2026.

Option 2: Tuesday, February 17, 2026 to Sunday, March 15, 2026.

- Participants will complete all online activities, including a review of PPT's, videos and assignments
- Location: Asynchronous online courses via IU1 Moodle participants will be sent a link prior to the start of the course
- To receive credit, you must attend both online sessions and complete all Moodle assignments and course evaluations.

Registration will open on July 1, 2025

#### YEAR 2 | DAY 1 | INCLUSIVE PRACTICES | 7 ACT 48 HOURS

#### Dates (participants should choose one option):

Option 1: Monday, September 22, 2025 to Sunday, October 19, 2025 Option 2: Monday, October 27, 2025 to Sunday, November 23, 2025

- Participants will complete all online activities, including a review of PPT's, videos and assignments
- Location: Asynchronous online courses via IU1 Moodle participants will be sent a link prior to the start of the course
- To receive credit, you must attend both Day1 and Day 2 online sessions and complete all Moodle assignments, and course evaluations.

## YEAR 2 | DAY 2 | PROFESSIONAL ETHICS (CHAPTER 49 MANDATES) & ESL OVERVIEW | 7 ACT 48 HOURS

#### Dates (participants should choose one option):

Option 1: Monday, January 12, 2026 to Sunday, February 8, 2026 Option 2: Tuesday, February 17, 2026 to Sunday, March 15, 2026

- Participants will complete all online activities, including a review of PPT's, videos and assignments
- Location: Asynchronous online courses via IU1 Moodle participants will be sent a link prior to the start of the course
- To receive credit, you must attend both online sessions and complete all Moodle assignments and course evaluations.

#### Registration will open on July 1, 2025

#### **District Notes & Responsibilities:**

Structured Literacy is a mandatory training that the district staff must take every 3 years if they hold certain certifications.

 Chapter 49 requires instruction in structured literacy to be integrated in educator preparation and continuing professional development programs for professional employees who hold instructional certificates in early childhood education, elementary-middle level, PK-12 Special Education, English as a Second Language, and Reading Specialist.

Additionally, CRSE is a required component of district induction as well and is based on school culture. Therefore, the district is responsible for adding this specific component for new staff's induction internally.

# Say HELLO to the new IU1 PD Hub





IU1 PD Hub is the **NEW** registration system for **ALL** registrations including **IU1 District Induction**!

#### **Registration Rundown:**

- You can search for a specific listing, or use the 'Category' feature to select 'IU1 District Induction Consortium'
- Explore an event further by clicking the 'Learn More' red button
- There you will find specific details about the course and registration
- Click 'Register Now' to create your account
- Submit the registration
- Confirmation will be emailed to you
- Save your password for future registrations, including IU1 District Induction

#### Important Info:

- Enter your correct PPID
- Choose the correct district during registration (in order for your district to receive your completion status)
- Enter your correct address your letter of completion will be <u>mailed</u> to you after completing year one courses

Your 'Registrant Portal' keeps all of your information in one place - view registration information, print certificates, and more...

\*Year 2 Induction Courses: a Certificate of Completion will be available in the portal after each course is completed.

Scan the QR code or visit IU1.org to access the PD Hub and catalog



For more information or assistance, please contact us at iu1registration@iu1.org