

# Huerfano Re-1 School District Teacher Induction/Mentor Program

Revised: July 2008

## IP Expectations:

Huerfano Re-1 Schools believe that the achievement of its mission is dependent, to a large extent, upon the quality of the professional staff. Therefore, it is important to select and develop the most qualified teachers, special service providers, principals and administrators. Providing meaningful induction experiences will generate and sustain the high quality performance levels necessary for these individuals to be successful within the Huerfano Re-1 Schools.

## Mission Statement:

### **School District Mission**

The Huerfano Re-1 School District shall strive to provide a safe environment, meaningful opportunities and innovative educational programs for all students so that they reach their learning potential, including that they meet or exceed state and district content standards, through partnerships between home, school and the community.

The Board of Education, representing the citizens of the School District Re-1, in Huerfano County, State of Colorado, has the responsibility of providing a comprehensive program of educational opportunity for each individual regardless of race, creed, color, sex, or socio-economic background.

We are committed to providing quality education to all students, and in so doing; we attempt to help each child develop to his fullest capacity. Our aim is to provide learning experiences which will enable our students to function in society. We strive to have our students see the relationship in the immediate world around them and appreciate the contributions made by others. We wish to have our students realize that they are important members of our society.

It should be emphasized that the schools support the basic principle that every individual should have the freedom of choice regarding the form of his/her career, subject to his personal limitations and rights of others.

Our public schools are, therefore, dedicated to the development of ideals, knowledge, skills, attitudes and behavior which will promote the development of an individual to live in our society.

It is our firm hope, that as a result of our efforts, our students will demonstrate the ability to think critically and objectively and be able to contribute to our ever changing society.

## **IP Program Description:**

Induction is a district program mandated by the state of Colorado which is required of all educators with an Initial (Provisional) License, including teachers, special service providers, principals, and administrators. Completion of an approved induction program allows provisionally licensed educators to move to a professional license.

All educators with an Initial (Provisional) License who have NOT completed induction in another Colorado school district are required to participate in the Huerfano Re-1 Induction Program, preferably during their first year of employment. The Huerfano Re-1 Induction Program requires one school year to complete. Veteran teachers new to the District will be assigned a mentor, and may participate in such trainings as are determined necessary.

The goals of the Huerfano Re-1 Schools Induction Program are:

- to provide an understanding of the working culture of Huerfano Re-1 Schools
- to enhance the instructional skills of the individual professional
- to enhance the leadership skills of the individual professional
- to provide a collaborative support network for the individual professional
- to assist the individual professional in progress toward attainment of the  
Colorado Professional Educator Standards
- to increase the retention rates of high quality professionals in education

Through an integral mentor relationship, the Induction Program equips Initial (Provisional) License holders with instructional skills, classroom management strategies, knowledge of standards and curriculum, ability to meet needs of diverse learners, relationships with parents, community and colleagues, and an understanding of the working culture of the Huerfano Re-1 Schools. Initial (Provisional) License holders are provided opportunities to learn district policies and perspectives in a series of study group sessions, as well as partnering with mentors in separate professional development activities to assist them in the role of coach, advocate, teacher and guide.

Key components in our program:

- Work with an experienced mentor
- Set professional educator goals
- Complete activities toward meeting selected goals
- Attend mandatory district induction seminars

Submit required paperwork on time: goals, mid-term progress report, professional growth reflective essay, log of contact hours with a mentor, and final progress checklist

Have a final conference with building principal and mentor to review induction progress and receive recommendation for professional license

Huerfano Re-1's Induction Program has three required elements:

1. Mentoring:

Huerfano Re-1's Induction Program is differentiated for content and years of experience. A district mentor is assigned to all provisional (initial) licensed teachers. Mentors provide initial licensed teachers with support throughout the year. Veteran teachers who are new to the District also receive a district mentor and support as determined by their needs.

A minimum of 30 hours of one-on-one mentoring is provided for each initial licensed teacher by a district mentor. A minimum of 15 hours of one-on-one mentoring is provided for each veteran teacher by a district mentor. A log of hours and activities completed are kept during this time and turned in for review to the building principal. This log may be used by district mentors for recertification credit (15 clock hours equals 1 semester hour for recertification credit) as permitted by the Colorado Department of Education.

2. Seminars:

The Superintendent and building principals shall determine the topics and scheduling of the seminars. The District shall provide six seminars or their equivalent during each school year.

The six seminars are differentiated according to grades taught at the elementary level and subject areas at the secondary level. Seminar leaders also make adjustments for teachers with different years of experience.

All teachers new to Huerfano Re-1 are required to attend the first seminar, our New Educators' Orientation. At this orientation, all new teachers receive instruction on District policies and procedures, including District and State goals.

Break out sessions may be differentiated by content, level of instruction, and/or years of experience.

Typically seminars cover:

- Sessions for exchanging ideas/successes/frustrations

- Information on district personnel, departments, and the support that available for teachers ( ex. services and resources for Talented and Gifted Students, Second Language Learners, literacy support)

- Classroom management assistance (ex. resources, tapes, modeled lessons for improving the classroom environment and understanding the needs of different student populations)

- Ways to communicate effectively with parents (ex. resources, newsletter formats, conference ideas and management)

- Lesson planning strategies (ex. Standard based lessons, grading, and recording)

- Explanations and processes for obtaining professional licenses, understanding future growth plans for the District and State

- Working with the evaluation tool of our District ( based on the Colorado Teacher Standards)

- Analyzing of student data for improved instruction (ex. How to understand the CSAP data, First Steps Reading- Second Edition, and Read to Learn for Secondary)

- Professional conduct - etiquette and district expectations around communication, attendance, school culture

### 3. Reflective Process:

Throughout the year teachers are required to share their goals, report on their progress, and reflect upon their instructional practices. (All required progress reports are attached.)

## **IP Committee:**

Huerfano Re-1 School District's Induction Program is administered by the Superintendent, Principals, and District Mentors. District mentors meet directly with the Superintendent once a quarter for review of progress.

## **IP Mentor Selection/Training/Evaluation:**

**District Mentor Selection:** District mentors are selected by building principals and/or district administrators. District mentors shall spend the mandatory 30 hours for initial license teachers/15 hours for veteran teachers outside of the school day with their inductee, for which they shall be compensated and for which they may claim recertification credit. Mentors are required to provide a log of hours documenting the time and type of activities conducted with the inductee teacher. This log is reviewed by the building principal.

District mentors must have demonstrated exceptional classroom instruction as documented by their evaluations. They must be non-probationary teachers with Huerfano Re-1 Schools. They must demonstrate skills in working collaboratively with others. Mentors must show sensitivity to others and the have ability to listen and creatively problem solve. They should have knowledge of the District's curriculum and policies. They should have the ability to work with diverse groups of people and to give feedback for professional growth. They should also have knowledge of a variety of effective instructional techniques and communication models. All mentors should have participated in the District's Mentor Training.

Mentors are on a three year cycle of evaluation, corresponding to their three year cycle of teaching evaluation.

**District Mentor Training:** Mentor training is provided annually. On-going professional development occurs throughout the year. Mentoring support is offered by the principals and Superintendent. District mentors attend trainings and professional development opportunities. Pertinent articles directed at addressing the achievement gap and our District goals are studied and put into action.

District mentors participate in an Induction Team Learning Community.

This year's focus:

- Standards- Based Lesson Planning and Grading
- Quality Mentoring
- Differentiated Instruction
- Mentoring and Instructional Strategies
- Mentoring for the Future

# Welcome to Huerfano Re-1's Induction Program!

The Huerfano Re-1 School District is committed to excellence in education through quality instruction for students and quality support for teachers. To that end, we have designed an Induction Program for our teachers.

The Induction Program has three essential components:

**MENTORING:** At the New Educators' Orientation, a district mentor selected by your principal will be assigned to you. Your mentor will provide you with practical advice, serve as an advocate, and provide you with many resources.

**SEMINARS:** The District will provide six seminars, trainings, and/or in-services during the school year. You will be notified by your district mentor or principal of these dates and locations. During these seminars, you will receive district information, instructional knowledge and practical assistance.

**REFLECTIVE PROCESS:** Throughout the year you will be asked to share your goals, report your progress and reflect upon your instructional practices.

The District will monitor your induction progress and, based upon successful completion of the program, will provide you with the necessary paperwork to move you from your Initial License to a Professional License.

We are looking forward to providing professional development opportunities for you this year. Please feel free to e-mail or call us at any time with your questions or concerns. Best wishes for a successful year!

## Huerfano Re-1 School District INDUCTION PROGRAM FAQ'S

### **What is Induction?**

Induction is a district program mandated by the state of Colorado which is required of all educators with an Initial (Provisional) License, including teachers, special service providers, principals, and administrators. Completion of an approved induction program allows provisionally licensed educators to move to a professional license.

### **What is required of educators with an Initial (Provisional) License?**

All educators with an Initial (Provisional) License who have NOT completed induction in another Colorado school district are required to participate in the Huerfano Re-1 Induction Program, preferably during their first year of employment. The Huerfano Re-1 Induction Program requires one school year to complete.

### **What are the components of the Induction Program?**

- Work with an experienced mentor
- Set professional educator goals
- Complete activities toward meeting selected goals
- Attend mandatory district induction seminars
- Submit required paperwork on time: goals, mid-term progress report, professional growth reflective essay, log of contact hours with a mentor, and final progress checklist
- Have a final conference with building principal and mentor to review induction progress and receive recommendation for professional license

### **How is a mentor assigned?**

Mentors are veteran teachers in the Huerfano Re-1 School District who meet specific criteria. Building principals or district administrators may assign mentors.

### **What is the mentor's role in Induction?**

The mentor is the key to the success of the induction program. The mentor must spend a minimum of thirty hours, before and/or after school, with the inductee. The mentor is a coach, guide, advocate, and role model for the inductee.

### **What is the principal's role in Induction?**

The principal assigns a mentor to every initial licensed teacher and veteran teacher new to the District in his/her building. The principal supports the program by encouraging participants to meet requirement deadlines and attend the mandatory seminars. The principal is also responsible for holding a conference at the end of the school year to allow the inductee and mentor to share documentation of the completion of the induction program. The principal must sign the final progress checklist, which documents successful completion of the program.

### **What happens after successful completion of the Induction Program?**

Each inductee who successfully completes the Huerfano Re-1 Induction Program will be issued a Certificate of Recommendation for Professional License. The original certificate should be submitted with the application to the Colorado Department of Education (CDE) for a Professional License. Each applicant should keep a copy of all paperwork for their files.

# Induction Program Final Progress Checklist

**Due: before May 11th**

Inductee: \_\_\_\_\_

Mentor: \_\_\_\_\_

Administrator: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

The Huerfano Re-1 School District Induction Program supports the continuous professional development of provisional teachers and special service providers. As professionals, we must make a commitment to ongoing intellectual growth and lifelong learning. To this end, each inductee must fulfill the following requirements:

Professional Goals and Activities \_\_\_\_\_

Midterm Progress Report \_\_\_\_\_

Two Page Reflective Essay \_\_\_\_\_

Log of Contact Hours Between  
Inductee and Building Mentor \_\_\_\_\_

I have reviewed the items listed above for this teacher, and feel the **Huerfano Re-1 School District Induction Program** requirements have been met. I recommend that this teacher be issued a Professional License.

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date



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INDUCTION PROGRAM

**Midterm Progress Report**

Due: 4<sup>th</sup> Induction Seminar

Inductee: \_\_\_\_\_ School: \_\_\_\_\_

Mentor: \_\_\_\_\_ School: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1 Which of the activities that you identified to attain your goals have been the most beneficial to you during the first months of the school year?

2 For each goal you set, briefly discuss the progress you are making to attain it.

Goal: \_\_\_\_\_

Progress: \_\_\_\_\_

Goal: \_\_\_\_\_

Progress: \_\_\_\_\_

(continued on back)

# Professional Goals and Activities

Due: 2<sup>nd</sup> Induction Seminar

Inductee: \_\_\_\_\_ School: \_\_\_\_\_

Mentor: \_\_\_\_\_ School: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach your professional goals to this cover sheet. Your mentor should sign the cover sheet. Make a copy for yourself and your mentor, and then submit the original goals to the induction seminar facilitator at the 2<sup>nd</sup> induction seminar.

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Reflective Essay

Due: before May 11th

Inductee: \_\_\_\_\_ School: \_\_\_\_\_

Mentor: \_\_\_\_\_ School: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Having completed this school year, please write a two-page essay reflecting on your professional growth. Please attach your reflective essay to this cover sheet. Your mentor should sign the cover sheet. You may want to make a copy for yourself and/or your mentor. Please submit the original goals with your final checklist.

Reflective Essay  
Guidelines and Suggestions

Near the end of the school year, you may want to choose several of these questions to help focus your thoughts about your professional growth for your two-page reflections essay.

**Reflective Questions:**

- How do I know I'm having a positive effect on my students?  
How do I know my students are learning?
- What are my beliefs about how we learn?
- What are my beliefs about the purpose of my profession?
- What are some of the most effective teaching practices I have observed?
- What am I learning from my students?
- What continues to excite me about my profession?

- What continues to frustrate me about my profession?
- Others...

**Below are reflective prompts that may be helpful:**

- \*I'd like to use more... \*The best thing about this year was...
  - \*I'm surprised that... \*When I must evaluate students, I feel...
  - \*I'd like some help with... \*Something I'd like to change is...
  - \*The classroom is feeling like... \*A strength I am developing is...
  - \*I loved the lesson/unit I taught on... \*When I must discipline students, I feel...
  - \*Finally! \_\_\_\_\_ happened! \*I don't understand how educators...
  - \*I think I've got a handle on... \*If I could do this year over, I would...
  - \*What worked this year was... \*A student I'd like to write about is...
  - \*It was sad when... \*During planning time...
  - \*I'm getting better at... \*My current three wishes are...
- 
- \* I want to work on... \*The things I'm liking are...

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INDUCTION PROGRAM

**Mentor Information**

Due: before October 4

Please submit this form to the District Office when completed

Mentor Name: \_\_\_\_\_

For purposes of stipend payment: Mentor's Employee ID Number:

\_\_\_\_\_ or Mentor's Social Security Number: \_\_\_\_\_ -

\_\_\_\_\_ - \_\_\_\_\_

Mentor's School & Assignment:

Mentor's School Phone Number: \_\_\_\_\_

Inductee Name: \_\_\_\_\_

Inductee Assignment:

