
Pennsylvania Department of Education



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333

Teacher Induction Report

Thursday, September 27, 2007

Entity: Erie County Technical School
Address: 8500 Oliver Rd
Erie, PA 16509-4699
Phone: (814) 464-8600
Contact Name: John Hansen

Teacher Induction Planning Participants

Name	Affiliation	Membership Category	Appointed By
Aldo Jackson	Erie County Technical School	Administrator	Volunteer
Andrea Lucarotti	Erie County Technical School	Secondary School Teacher	Volunteer
Natalie Fatica	Erie County Technical School	Administrator	Volunteer
Sandra Carr	Erie County Technical School	Secondary School Teacher	Volunteer

Goals and Competencies

The Erie County Technical School Induction Plan is designed to provide a schedule of opportunities, activities and experiences that will assist the inductee with a smooth transition into his or her professional career. Participation of first year teachers and educational specialists will be required. The program required of all teachers certified after June 1, 1987 will be supportive and instructive in nature. The goals of the program are:

- A. To provide inductees the experiences, activities, information, resources and support necessary to enhance the inductees probability of success during the formative years.
- B. To provide multiple support system for inductees.
- C. To assist inductees with the mastery of instructional delivery skills including communication skills, material selection, classroom management, effective teaching techniques, and curriculum planning.
- D. To familiarize inductees with district policies and procedures.
- E. To establish a collegial relationship between the inductee and a supportive mentor teacher.
- F. To provide leadership opportunities for experienced teachers.

Assessment Processes

Assessment Process

A. Assessment of Induction needs

These will be determined based on the needs of Erie County Technical School as well as information from former new instructors. The Erie County Technical School will include basic information including policy and procedure training. Training on curriculum development will be

conducted as well as basic academic integration techniques. In addition, information on obtaining vocational certification will be given.

Mentor Selection

Selection of Mentor Instructors

Mentors will be approved by the induction coordinator with input from the induction team.

Qualification of Mentors:

Three years of experience

Understand the importance of the mentoring role

Knowledge of ECTS policies and procedures

Willingness to accept the additional responsibility

Activities and Topics

§ Mentor meets with new instructor monthly at minimum with a recommendation of weekly for the first few months.

§ Support inductee in acclimation of ECTS and classroom

§ Aid in the setup of curriculum

§ Facilitate a smooth start of the year for inductee in classroom

§ Model good instructional techniques

§ Aid in use of grading system

§ Assist in the scheduling of inter-classroom visits to observe other experienced instructors

§ Suggest areas for improvement as meetings occur

§ Evaluate induction program with inductee and the end of the year

§ Assist in the following program activities

- o Opening day procedures

- o Holiday impact

- o Portfolio guidelines

- o Impact of special education

- o Parent communication

- o NOCTI

- o End of year

Evaluation and Monitoring

A record of program participation will be maintained including the participation in and acclimation to each area.

Annual review of the induction program will be conducted by the induction team using data gathered from inductees.

Participation and Completion

A checklist will be maintained in each employee file stating the topics covered which will include the following:

- A. Professional development
- B. Role of sending districts
- C. Classroom organization and management
- D. Pupil grading system
- E. Role and function of Occupational Advisory Committees
- F. Process for managing budget
- G. Purchasing card system
- H. Guidance services
- I. Cooperative education
- J. Maintenance services
- K. Technology services
- L. Recruitment and retention
- M. Professionalism
- N. Student organizations
- O. Personnel practices and procedures