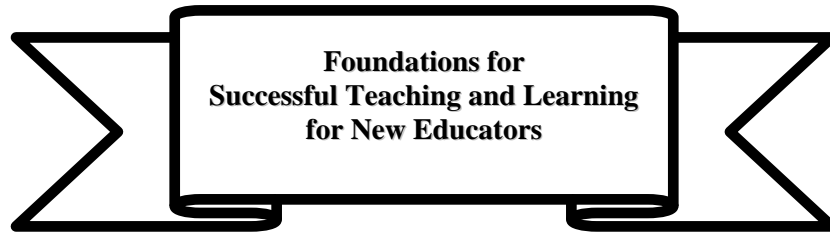


Welcome to the Boulder Valley School District Induction Program



The Boulder Valley 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: Within the first few weeks, either a district Induction mentor or a peer mentor, selected by your principal and the Induction team, will be assigned to you. Your mentor will provide you with practical advice, serve as an advocate, and provide you with many resources.

SEMINARS: Within the first month, a seminar facilitator will be assigned to you. The facilitator will contact you with seminar dates and locations. During the seven seminars, you will receive district information, instructional knowledge and practical assistance, as well as time given to network with other inductees.

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

Our office will monitor your induction progress and based upon successful completion of the program will provide you with the necessary paperwork to convert 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 your questions or concerns to one of the people listed below. You may possibly find an answer to your question by visiting our website at bvsd.org, H/R, Educator Support Services, Induction. Best wishes for a successful year!

INDUCTION SERVICES:

Annex at Platt
6096 Baseline Rd.
Boulder, CO 80303

Mary Jo Bode, Clinical Professor, Induction Services Coordinator
Mark Chavez, Induction Mentor and TSP Consulting Colleague
Tim Hillmer, Induction Mentor and TSP Consulting Colleague
Flora Sanchez, PIE Clinical Professor, Induction Mentor

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Boulder Valley School District **INDUCTION PROGRAM OVERVIEW**

The Educator Licensure Act (HB 91-1005) passed by the Colorado Legislature in 1991 requires all school districts to design and implement an Induction Program for teachers, special service providers, principals and administrators holding Initial Licenses.

Boulder Valley Public Schools established a task force of teachers and administrators with the primary charge of developing an induction program in compliance with the Educator Licensing Act. The BVSD Division of Learning Services, in collaboration with the Human Resources Department and school principals, is responsible for providing and monitoring the Induction Program.

Boulder Valley School District believes 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 Boulder Valley Public Schools.

The goals of the Boulder Valley Public School District Induction Program are:

- By the end of the year, new educators will demonstrate an understanding of the organizational structure of Boulder Valley School District and how to access resources as measured by the data gathering and needs assessment, the final Induction Program reflective evaluation and seminar leader feedback.
- By the end of the year, new educators will be able to explain the concept and apply the principles of cultural competency as measured by conversations with their mentors, self-reflection using Lindsay's *Cultural Competency Continuum*, classroom artifacts (i.e., classroom environment, student materials, student grouping, etc. and/or classroom observations (i.e., lesson design and instruction, student activities and assessments).
- By the end of the year, new educators will demonstrate increased competency in their professional practice as measured by the *Boulder Valley School District Evaluation Standards and Criteria*.

Through an integral mentor relationship, the Induction Program equips Initial 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 Boulder Valley School District. Initial 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.

The Induction Program begins in August of each year and is usually completed within the same school year. Initial License holders who provide documentation of successful completion of an approved Induction Program sponsored by a Colorado school district will be exempted from the Boulder Valley School District Induction Program.

Boulder Valley 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 License, including teachers, special service providers, principals, and administrators. Completion of an approved Induction Program allows educators with an Initial License to move to a Professional License.

What is required of educators with an Initial License?

All educators with an Initial License who have not completed an Induction Program in another Colorado school district are required to participate in the BVSD Induction Program, preferably during their first year of employment. The BVSD 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 district induction seminars
- Submit required paperwork: 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 your administrator and your mentor to review induction progress and receive recommendation for a Professional License

How is a mentor assigned?

Mentors are veteran teachers in the Boulder Valley School District. There are two ways in which a mentor is assigned to an inductee:

- A mentor will be assigned from the district Induction Team
- A peer mentor will be assigned by Induction Team in collaboration with the building principal or district department

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 twenty-five 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?

If an educator with an Initial License is not assigned a district mentor, then the principal will work with Induction Services in assigning a mentor for that individual in his/her building. The principal supports the program by assisting inductees in developing their goals, as well as encouraging participants to meet requirement deadlines and attend the district Induction Program 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 BVSD 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. A 1.0 salary credit will also be granted to those who successfully complete the program.

If you have any questions about the Induction Program, please contact the Induction Services office at the Annex at Platt.

Boulder Valley School District
INDUCTION PROGRAM

Induction Program Timeline

- ___ Mentor Assignment - You will be assigned a district or peer mentor as soon as possible
- ___ Induction Seminar Facilitator - you will be assigned a district seminar facilitator as soon as possible.
- ___ 1st induction seminar date: August 29, 2011
- ___ 2nd induction seminar date: September 26, 2011
 - ___ For those with peer mentors, submit your blue "*Peer Mentor Information*" form (Appendix A).
- ___ 3rd induction seminar date: October 24, 2011
 - ___ Submit your yellow "*Professional Goals & Activities*" form, signed by your mentor and the administrator conducting your evaluation. Please attach your goals.
- ___ 4th induction seminar date: December 12, 2011
- ___ 5th induction seminar date: January 23, 2012
 - ___ Submit pink "*Midterm Progress Report*" form, signed by you & your mentor.
- ___ 6th induction seminar date: February 27, 2012
- ___ 7th and final induction date: April 30, 2012
- ___ Final paperwork due date: April 30, 2012
 - ___ Submit green "*Final Reflection*" form, signed by you and your mentor.
 - ___ If assigned a peer mentor, submit blue "*Log of Contact Hours*" form (Appendix B), signed by you and your mentor.
 - ___ Submit salmon "*Final Induction Program Conference*" form, signed by you, your mentor, and your administrator.
 - ___ Upon Avatar notification of having "passed" Induction, go to Avatar to provide Induction Program feedback and receive your 1.0 salary credit.

Boulder Valley School District
INDUCTION PROGRAM

Professional Goals and Activities

Due: 3rd Induction Seminar, October 24, 2011

Inductee: _____

Inductee School & Assignment: _____

Mentor: _____

Mentor School & Assignment: _____

Mentor Signature: _____ Date: _____

Evaluating Administrator: _____

Administrator Signature: _____ Date: _____

If your school does not require a formal goal template, you will find examples on the Educator Support Services Induction website at bvsd.org. Attach your goals to this cover sheet, which must be signed by your mentor and evaluating administrator. Make a copy for yourself and your mentor. Then submit the original goals to the induction seminar facilitator at the 3rd induction seminar.

FOR OFFICE USE ONLY - Induction approval by: _____

Boulder Valley Public Schools
INDUCTION PROGRAM

Midterm Progress Report

Due: 5th Induction Seminar, January 23, 2012

Inductee: _____

As you reflect on your progress so far this year, please address the following questions on a separate sheet of paper:

1. What am I most proud of in my work as a teacher?
2. What are my greatest concerns in my work as a teacher?
3. Where am I now in meeting my goals? (Please provide specific evidence.)

In addition, please respond to these questions regarding the work with your mentor:

1. How often/how many times have you met with your mentor?
2. In what ways has your mentor supported you in your work with students?
3. Are there any areas where your mentor is not providing necessary support and you need additional assistance? What are they?

Provide a copy of your responses to your seminar facilitator at the 5th induction seminar.

FOR OFFICE USE ONLY - Induction approval by: _____

Boulder Valley School District
INDUCTION PROGRAM

Reflective Essay
Due: April 30, 2012

Inductee: _____

Mentor: _____

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.

FOR OFFICE USE ONLY - Induction approval by: _____

Boulder Valley School District
INDUCTION PROGRAM

Final Induction Program Conference

Due: April 30, 2012

We have met to review the Induction year for this inductee and have discussed his/her progress towards achieving his/her goals.

Name of Inductee: _____

Inductee Signature: _____ Date: _____

Name of Mentor: _____

Mentor Signature: _____ Date: _____

Name of Administrator: _____

Administrator Signature: _____ Date: _____

Please return this form to the Induction Office at Annex at Platt by April 30, 2012.

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FOR OFFICE USE ONLY

Goals _____

Mid-term _____

Reflective Essay _____

*Log of Contact Hours Between
Inductee and Building Mentor* _____

I recommend that this teacher/professional be issued a Professional License.

Induction approval: _____ Date: _____

Boulder Valley School District
INDUCTION PROGRAM

Peer Mentor Information

Due: 2nd Induction Seminar, September 26, 2011

Mentor Name: _____

Mentor's School & Assignment: _____

Inductee Name: _____

Inductee Assignment: _____

Inductee District Email: _____

Mentor's BVSD Employee ID Number for stipend payment: _____
(not Social Security Number)

Mentor's School Phone Number: _____

Mentor's District Email: _____

Mentor's Years with BVSD: _____ yrs.

District Mentor Training Received? _____ Yes _____ No

Mentor signature: _____

Administrator signature: _____

PROFESSIONAL GOALS

Name: _____

Goal #1

Brainstorm possible strategies to meet this goal:

- 1
- 2
- 3
- 4
- 5
- 6

Pick three of the above strategies to implement with your students:

- 1
- 2
- 3

List the three most important results with students that you learned from trying the strategies:

- 1
- 2
- 3

PROFESSIONAL GOALS

Name: _____

Goal #2

Brainstorm possible strategies to meet this goal:

- 1
- 2
- 3
- 4
- 5
- 6

Pick three of the above strategies to implement with your students:

- 1
- 2
- 3

List the three most important results with students that you learned from trying the strategies:

- 1
- 2
- 3

PROFESSIONAL GOAL TEMPLATE

Use this template to help you organize your thoughts before writing your Induction Goals. Remember that the goals should reflect evidence of success and that an effective goal should focus primarily on 2-3 important results, rather than activities.

S.M.A.R.T. Goals

- Specific
- Measurable
- Attainable
- Realistic & Relevant
- Timely

Goal Setting Process

- Examine your SIT goals
- Meet with your administrator/evaluator to discuss and plan your goals.
- Your Induction goals and your Professional goals are the same.

An Acceptable Goal:

To create a positive, focused, protective learning community in the classroom as measured by teaching observations and student surveys.

An Unacceptable Goal:

I will learn how to control my students better so they will do what I say by May 1st (if I survive that long).

PROFESSIONAL GOAL SETTING

2011-12

Name: _____ **School:** _____ **Grade or Subject Taught:** _____

Professional Goal:

GOAL PLAN

Activities Planned to Achieve this Goal	Target Date for Completion	Indicators of Achievement and Means of Evaluation
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Is your goal a **SMART** goal? Is it Strategic and **S**pecific, **M**easurable, **A**ttainable, **R**esults-oriented and **T**ime - Bound?