

Key Assessment/SPA 3b Project for A638 – Teacher Orientation and Induction Four Part Project

Due in Canvas

- A. **A brief description of the assessment and its use in the program:** This assignment is multi-step, the first section focuses on creating a publication that markets your school to new students and staff. The consecutive sections focus on the support needed for new hires that includes an induction plan, orientation and timeline of support throughout their first year of teaching.
- B. **A description of how this assessment specifically aligns with the standards it is cited for. Cite SPA standards by number, title, and/or standard wording.** This assessment demonstrates candidate’s ability to effectively communicate with, and support new staff in the area of professional development (SPA 3). This project focuses on the induction process and the support needed to successfully onboard new staff members. This assessment is aligned to NELP standards 1.1,2.1, 2.2, 2.3, 3.3,5.1, 5.2, 5.3, 6.1,6.2,6.3, 7.1,7.2,7.3
- C. **The directions given to candidates.**

Project Overview:

Section 1: Create a School Profile Brochure to market your school and to use as a recruitment tool for staff and students.

Section 2: Develop a New Staff Induction Plan for first year teachers

Section 3: Draft the first day orientation for new hires.

Section 4: Outline a pacing guide for the first year of support for new teachers.

Use the following template/steps to prepare your work to submit:

1. **Create a School Profile Brochure:** This publication can be used as a marketing or recruitment tool for students and staff. The brochure should include the Vision /Mission, Information on the school community, demographics, test scores, academic offerings and information on faculty and staff information.

2. Develop an Induction Plan for New Teachers: Hiring and retaining staff is a necessary skill for administrators. Outline an induction plan for new teachers. This outline should include the monthly topics you feel should be covered to support new teachers to offer support in academics, safety, behavioral, community involvement and school culture.
3. Draft the first day orientation for new hires: Utilize the outline to create the first day of orientation for new teachers. The agenda should include the topics, roles and responsibilities of presenters and resources that will be used to onboard new hires.
4. Follow up support and sessions for new teachers: Start with your New Staff Induction Plan and focus on the first year teacher. Turn the outline into a detailed plan that includes the following information:
 - Determine the policies, procedures or new learning that will be covered
 - Determine what resources or reading selections will be assigned to support learning.
 - Carve out time for celebrations, group needs and miscellaneous training that might be needed to support and retain first year teachers.

D. Assessment Scoring Guide/Rubric for School Improvement Project

Criteria to be assessed	Level 4: Exceeds Standard/ Target 10 points	Level 3: Meets Standard/Target 8 points	Approaching Standard/Target 6 point	Level 1: Does not Meet Standard 0 points	Comments
1. Create a School Profile Brochure					
This publication is designed to highlight your school and can be used as a marketing or recruitment tool for students and staff. NELP 1.1;7.1,7.2,7.3	Candidate demonstrates ability to create a School Profile that provides information in 6 categories listed below to market/recruit - Vision / mission - School community - Demographics	Candidate demonstrates ability to create a School Profile that provides information in 5 categories listed below to market/recruit - Vision / mission - School community - Demographics	Candidate demonstrates ability to create a School Profile that provides information in 4 categories listed below to market/recruit - Vision / mission - School community - Demographics	Candidate demonstrates ability to create a School Profile that provides information in 3 or less categories	

	<ul style="list-style-type: none"> - Test scores - Academic offerings - faculty and staff information 	<ul style="list-style-type: none"> - Test scores - Academic offerings - faculty and staff information 	<ul style="list-style-type: none"> - Test scores - Academic offerings - faculty and staff information 		
2. Develop an Induction Plan for New Teachers					
Hiring and retaining staff is a necessary skill for administrators. Outline a monthly induction plan for new teachers. NELP 2.1, 2.2, 2.3, 3.3,7.1,7.2,7.3	Candidate has outlined an induction plan to cover monthly topics for new teaches. All five topics are covered: academic, safety, behavioral, community involvement, school culture.	Candidate has outlined an induction plan to cover monthly topics for new teaches. Four of the topics are covered: academic, safety, behavioral, community involvement, school culture.	Candidate has outlined an induction plan to cover monthly topics for new teaches. Three of the topics are covered: academic, safety, behavioral, community involvement, school culture.	Candidate has not completed the induction plan.	
3. Draft the first day orientation for new hires (teachers and classified)					
Utilize the outline to create the first day of orientation for teachers. NELP 6.1,6.2,6.3, 7.1,7.2,7.3	Candidate's orientation plan includes the topics, roles/responsibilities of presenters and resources that will be used to onboard new teachers.	Candidate's orientation plan includes the topics, roles/responsibilities of presenters, but is missing the resources needed to onboard new teachers.	Candidate's orientation plan includes the topics, but is missing the roles/responsibilities of presenters and resources needed to onboard new teachers.	Candidate's orientation plan is not in place for new teachers.	

<p>4. Follow up support and sessions for new teachers</p>					
<p>Start with your New Staff Induction Plan and focus on the first year teacher. Turn the outline into a detailed that support a new teacher throughout their first year. NELP 5.1, 5.2, 5.3, 7.1,7.2,7.3</p>	<p>Candidate’s Pacing Guide provides information on the following 3 categories in brief summary with quality:</p> <ol style="list-style-type: none"> 1. Determine the policies, procedures or new learning that will be covered 2. Determine what resources or reading selections will be assigned to support learning, 3. Carve out time for celebrations, group needs and miscellaneous training that might be needed to support and retain first year teachers. 	<p>Candidate’s Pacing Guide provides information on the following 2 categories in brief summary with quality:</p> <ol style="list-style-type: none"> 1. Determine the policies, procedures or new learning that will be covered 2. Determine what resources or reading selections will be assigned to support learning, 3. Carve out time for celebrations, group needs and miscellaneous training that might be needed to support and retain first year teachers. 	<p>Candidate’s Pacing Guide provides information on the following 1 categories in brief summary with quality:</p> <ol style="list-style-type: none"> 1. Determine the policies, procedures or new learning that will be covered 2. Determine what resources or reading selections will be assigned to support learning, 3. Carve out time for celebrations, group needs and miscellaneous training that might be needed to support and retain first year teachers. 	<p>Candidate’s Pacing Guide is not complete.</p>	

<p>Quality of work:</p> <ol style="list-style-type: none"> 1. Work is clear and logically organized, 2. Avoids grammatical or stylistic errors, 3. follows the APA guidelines in providing citations and references; and 4. is aligned to the NELP standards (5 points) <p>NELP 2.1, 6.1</p>	<p>Candidate adhered to all areas of work quality (5 points)</p>	<p>Candidate adhered to 3 areas of work quality (4 points)</p>	<p>Candidate adhered to 2 areas of work quality (3 points)</p>	<p>Candidate adhered to 1 or no area of work quality (0 point)</p>	
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Total for Project: 45 points