



Hillsborough County
PUBLIC SCHOOLS
Excellence in Education

Teacher Induction Program

Professional Development

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The following applies to ALL teachers with no previous experience and new to Hillsborough County Public Schools.

- All new teachers in Hillsborough County Public Schools will be enrolled in the ***Teacher Induction Program*** (TIP). TIP is a mandatory two-year induction program that includes structured activities and formal mentoring for teachers with no previous teaching experience.
- Every first-year teacher will be provided with a mentor for two years who will be working with the New Teacher Center Formative Assessment System*. Mentors will be assigned by the Director of Professional Development. Teachers will have an opportunity to meet their mentors during New Teacher Orientation.
- New teachers hired after New Teacher Orientation and prior to the end of the second nine weeks will receive a mentor within 10 working days of their start date. Other educators who want to support the new teacher will work closely with the mentor in order to meet the teacher's needs. Teachers hired following the second nine weeks will be assigned a mentor the beginning of the following school year.
- The mentor will be responsible for maintaining the new teacher's padfolio. This padfolio will contain the Accomplished Practices form, Action Plan, and other documentation related to the successful completion of the Teacher Induction Program.
- The site administrator and EET mentor will meet at least quarterly to discuss progress. The site administrator and mentor must initial each accomplished practice as the teacher completes each training requirement as well as the accomplished practices form at the end of year 2.
- At the end of the two-year program, the site administrator, in conjunction with mentor, decides if the teacher is signed out of TIP.
- All teachers must successfully demonstrate the *Florida State 6 Accomplished Practices*.
- Non-education majors enter TIP, unless he/she joins the district Alternative Certification Program (ACP) or Science and Math Accelerated Readiness for Teaching (SMART) Program.

* The New Teacher Center Formative Assessment System (FAS) is a set of tools that will help identify accomplishments and challenges during the first two years of teaching. Although the FAS tools can help focus the new teachers and mentors work together, many factors will influence mentee and mentor's collaboration. The mentor's knowledge and experience and growing relationship with the mentee will help support professional areas for growth as well as support students' academic needs. The FAS tools provide a mentee and mentor with important information about the work that can then systematically guide the advancement of instructional practice.



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Teacher Induction Program (TIP) Completion

ACTION PLAN

*The following TIP Action Plan applies to all teachers assigned a mentor. **

Accomplished Practice	Rec. Year	Professional Development Activity	Evidence of Completion
Code of Ethics	Year 1	<u>Crisis Intervention Online Training</u>	<input type="checkbox"/> Inservice Record
		<u>Code of Ethics</u>	<input type="checkbox"/> Inservice Record
Continuous Improvement	Year 1 and 2	Work with the mentor	<input type="checkbox"/> 2 Collaborative Assessment Logs from year 1
			<input type="checkbox"/> 2 Collaborative Assessment Logs from year 2
Learning Environment	Year 1	Grades K-6: <u>CHAMPS</u> (Grade 7-8 for CHAMPS schools)	<input type="checkbox"/> Copy of Classroom Management Plan
		Grades 7-12: <u>Discipline in the Secondary Classroom</u>	<input type="checkbox"/> Inservice Record
Planning	Year 1	<u>Powerful Lesson Planning</u>	<input type="checkbox"/> Copy of Lesson Plan using Backwards Planning Template <input type="checkbox"/> Professional Development Reflection Log <input type="checkbox"/> Inservice Record
Assessment	Year 2	Analyze Student Data Utilize Instructional Planning Tool	<input type="checkbox"/> ASW Tool <input type="checkbox"/> Class Profile Sheet
Instructional Delivery and Facilitation	Year 1 and 2	<u>Content Area Training</u> (See specific req. attached)	<input type="checkbox"/> Professional Development Reflection Log <input type="checkbox"/> Inservice Record
	Year 2	<u>Higher Order Thinking</u>	<input type="checkbox"/> Professional Development Reflection Log <input type="checkbox"/> Inservice Record
		<u>The Differentiated Classroom</u>	<input type="checkbox"/> Professional Development Reflection Log <input type="checkbox"/> Inservice Record

**The above requirements apply to all teachers new to the district, except non-education majors enrolled in Alternative Certification Program (ACP).*

Professional Development Requirements

TIP Training Requirements for Teachers WITH a Mentor

YEAR 1	YEAR 2
<p>New Teacher Orientation (18 hrs) Code of Ethics (on-line and face to face) Crisis Intervention (on-line) TIP: Powerful Lesson Planning TIP: CHAMPS (K-6) or TIP: Discipline in the Secondary Classroom (7-12)</p>	<p>TIP: The Differentiated Classroom TIP: Higher Order Thinking</p>

Content Area Training can be completed in Year 1 OR Year 2

Elementary (All 5 Trainings)	Middle and High* Attend the training for your hired content area
<p>TIP: Reading 101 & 102</p> <p>TIP: K-2 Elementary Science OR 3-5 Elementary Science</p> <p>TIP: K-2 Teacher Math Overview OR 3-5 Math overview</p> <p>TIP: K&1 Everyone Writes OR 2-5 The Write Beginning</p> <p>TIP: Overview of Social Studies Alive</p> <p>For questions related to Elementary Content Area Trainings call 813-272-4455</p>	<p>Please see page 9 for course titles.</p> <p>For questions related to Middle School Content Area Training call 813-272-4862</p> <p>For questions related to Secondary Content Area Training call 813-272-4451</p>

* Teachers that serve in specialty areas not listed above (such as fulltime ESE, PE, Art, Guidance, Psychology, Pre-K, Resource, Career & Technical Education) will fulfill content area requirement by attending mandatory trainings offered by their content or program area supervisor.

Teacher Induction Program Site Based Support (TIP: SBS)

This program is designed for teachers that are not assigned a district mentor and their TIP is managed by the site administrator.

- Teachers new to Hillsborough County in the following categories will automatically be placed into the Teacher Induction Program: Site Based Support.
 - *Any teacher with prior teaching experience
 - *Head Start/EELP/Pre-K
 - *Hospital Homebound
 - *Social Work
 - *Guidance
 - *Resource
 - *Behavior Specialists
 - *Student Intervention Specialist
 - *Adult Ed
 - *Speech/Language
 - *Virtual School
 - *Psychology
 - *Media
 - *Instructional Coaches
 - *AIS
 - *OT/PT
- TIP: SBS teachers will be required to have a pre and post observation as well as completing activities noted on the TIP: SBS Action Plan (page 7) that will demonstrate success within the Florida Educators Accomplished Practices.
- If a teacher has 3 or more years of documented successful teaching experience (or had a “break in service”) and is observed to be highly effective in the classroom, the school administrator may choose to apply for the teacher to enter the Early Completion Option. (For ECO procedures please refer to pages 11-13)
- Upon completion of the TIP: SBS requirements, if a teacher is still not demonstrating success, Professional Development will assist the teacher and site administrator in developing an action plan to meet the teacher’s specific needs.

Teacher Induction Program: Site Based Support Action Plan


1-2 Years

Accomplished Practice	Professional Development Activity	Evidence of Completion
Code of Ethics	<u>Code of Ethics</u>	<ul style="list-style-type: none"> • Inservice Record
Continuous Improvement	Educational Impact Online Training: <u>Charlotte Danielson Teaching Frameworks</u>	<ul style="list-style-type: none"> • Professional Development Reflection Log • Inservice Record
Learning Environment	Classroom Management Course (i.e. CHAMPS, DSC, PBS)	<ul style="list-style-type: none"> • Copy of Classroom Management Plan • Professional Development Reflection Log • Inservice Record
Planning	<u>3-Hour Powerful Lesson Planning</u>	<ul style="list-style-type: none"> • Copy of Lesson Plan using Backwards Planning Template • Professional Development Reflection Log • Inservice Record
Assessment	Assessment	<ul style="list-style-type: none"> • Copy of an assessment and the results with a reflection of your instructional decisions
	Utilize Instructional Planning Tool	<ul style="list-style-type: none"> • Class Profile Sheet
Instructional Delivery and Facilitation	<u>Content Area Training</u> (See specific requirements attached)	<ul style="list-style-type: none"> • Professional Development Reflection Log <i>(For each training listed)</i>
	<u>Higher Order Thinking</u>	
	<u>The Differentiated Classroom</u>	<ul style="list-style-type: none"> • Inservice Record <i>(For each training listed)</i>

Teachers may complete this program in 1-2 years.

Teacher Induction Program: Site Based Support

Professional Development Action Plan

Professional Development Requirements ALL TIP: SBS Teachers Completed in Year 1 or 2	
<p style="text-align: center;">YEAR 1</p> <p>Code of Ethics (on-line and face to face)</p> <p>One Classroom Management course offered in the district (i.e. CHAMPs, Discipline in the Secondary Classroom, PBS....)</p> <p>TIP: <u>3-Hour Powerful Lesson Planning</u></p>	<p style="text-align: center;">YEAR 2</p> <p>TIP: <u>The Differentiated Classroom</u> TIP: <u>Higher Order Thinking</u></p> <p>Educational Impact On-line Training: <u>Charlotte Danielson's Teaching Framework</u></p> 
Content Area Training can be completed in Year 1 OR Year 2	
<p style="text-align: center;">Elementary (All 5 Trainings)</p> <p>TIP: Reading 101 & 102</p> <p>TIP: K-2 Elementary Science OR 3-5 Elementary Science</p> <p>TIP: K-2 Teacher Math Overview OR 3-5 Math overview</p> <p>TIP: K&1 Everyone Writes OR 2-5 The Write Beginning</p> <p>TIP: Overview of Social Studies Alive</p> <p>For questions related to Elementary Content Area Trainings call 813-272-4455</p>	<p style="text-align: center;">Middle and High*</p> <p style="text-align: center;">Attend the training for your hired content area</p> <p>Please see page 9 for course titles.</p> <p>For questions related to Middle School Content Area Training call 813-272-4862 For questions related to Secondary Content Area Training call 813-272-4451</p>
<p>* Teachers that serve in specialty areas not listed above (such as fulltime ESE, PE, Art, Guidance, Psychology, Pre-K, Resource , Career & Technical Education) will fulfill content area requirement by attending mandatory training offered by their content or program area supervisor.</p>	

Content Area Training Titles for Secondary Teachers

Middle School Requirements	High School Requirements
<p>Language Arts: New Teacher Content Training for Middle School Language Arts.</p>	<p>Language Arts: Content Area Training for English Teachers</p> <p>New Journalism Teachers</p> <p>New Drama Teachers</p>
<p>Mathematics: New Teacher Content Training for Middle School Mathematics.</p>	<p>Mathematics: Instructional Strategies, Spring Board for New Teachers</p>
<p>Science: New Teacher Content Training for Middle School Science.</p>	<p>Science: Best Practices for Science Education: Instructional Practice, Technology, Literacy and Laboratory Methods</p>
<p>Social Studies: New Teacher Content Training for Middle School Social Studies.</p>	<p>Social Studies: Content and Pedagogical Training for new teachers.</p>
<p>Intensive Reading: Balanced Literacy for New Intensive Reading Teachers.</p>	<p>Reading: Balanced Literacy for Intensive Reading Teachers</p>
<p>World Languages: (Grades 6-8) Content Area Training for World Languages Teachers.</p>	<p>World Languages K-12: Content and Pedagogical Training for New Teachers</p>
<p>Visual Arts: New Teacher Content Training for Visual Art Teachers</p>	<p>Art: Content Area Training for New Teachers or Teachers new to an art room: Instructional Strategies</p>
<p>Music: Content Area Training for New Music Teachers (Grades 6-8).</p>	<p>Music: Secondary Music Education – New Teacher Content Training</p>
<p>Physical Education: Content Area Training for New Physical Education (Grades 6-8).</p>	<p>Physical Education/Health: Instructional Strategies and Best Practices for New Teachers</p>
<p>Media Specialist: Content Training for New K-12 Media Specialist.</p>	<p>Media Specialist: Content Training for New K-12 Media Specialist.</p>

Step by Step Completion for TIP: Site Based Support

Step 1: Site Administrator identifies New Teacher as not being eligible for a mentor. (See page 6)

Step 2: Site administrator contacts Professional Development at 813-840-7024 or email Taryn Rivera to request a TIP: SBS packet.

Step 3: Site administrator completes one formal observation cycle with the TIP teacher.

Step 4: The teacher completes the professional development requirements for TIP. A copy of the Professional Development Reflection log will be included in their TIP packet if they are not provided at the training. A reflection log is completed after each training and submitted to administrator then placed in TIP folder.

Step 5: The teacher turns in documentation for assessment along with a reflection of the assessment and results to site administrator.

Step 6: Site administrator completes a second formal observation cycle.

Step 7: The site administrator determines if the teacher was “successful” or “unsuccessful” in demonstrating the 6 Accomplished Practices.*

Step 8: If the teacher was successful, the site administrator and teacher sign off on the Action Plan and submit the Accomplished Practices form to Teacher Training, Professional Development, ISC, Route 7.

*** TIP: SBS, criteria for signing off:**

- Completed required all Professional Development courses for TIP: SBS. (see page 8)
- Formal observations demonstrate satisfactory performance.
- Teacher is receptive and implements suggestions made by principal and peer.
- Teacher should be signed off when the principal feels that the teacher is ready to be exited from the Teacher Induction Program. (This could take more than 1 year)

Unsuccessful Completion from TIP: SBS Next Steps:

- If a teacher is still not demonstrating success after above activities and two observations, Professional Development will assist the teacher and site administrator in developing an action plan to meet the teacher’s specific needs.

Criteria for Signing Teachers Off

TIP with Mentor (after year 2)

- Completed required courses for designated year OR showed reasonable effort to complete courses.
- Formal observations demonstrate growth.
- Teacher is receptive and implements suggestions made by mentor and/or principal.
- After year 2, the mentor and principal agree that the teacher is ready to be exited from the Teacher Induction Program.

TIP: SBS

- Completed required courses for TIP: Site Based Support.
- Formal observations demonstrate satisfactory performance.
- Teacher is receptive and implements suggestions made by principal and peer.
- Teacher should be signed off when the principal feels that the teacher is ready to be exited from the Teacher Induction Program. (This could take more than 1 year)

Non-renomination

- Should you decide to non-renominate a teacher, the mentor can only provide a log of activities to the principal for documentation.
- SWAP mentor's formal observations can be used as documentation.

For support in TIP: Site Based Support or Early Completion teachers, please feel free to contact Shannon Bogle, Supervisor of Teacher Training via email or call (813) 840-7024.

Early Completion Option

A teacher holding or eligible for a Florida Professional Teaching Certificate with three or more years of successful teaching experience may be considered for the Early Completion Option from the Teacher Induction Program through an application process. The application process must be completed 90 days from their start date and sent to Professional Development. The following documentation should be included:

- Documentation that the teacher has successfully taught for at least three full years. Documentation can include evaluations from previous work sites or a letter of recommendation from prior principals/supervisors.
- Copy of Formal Observation conducted by the current principal/site administrator.
- Current principal or site administrator signature on Early Completion Option recommendation form.

The induction team will review the application to determine if the teacher is eligible for the Early Completion Option. If the teacher is eligible for the ECO, he/she will receive a packet outlining the requirements of the program. If the teacher is not eligible for the ECO, he/she will remain in TIP: Site Based Support.

Requirements of the Early Completion Option

Along with a pre and post observation by the site administrator, a teacher enrolled in ECO will be required to document successful practice in each one of the Florida Educators Accomplished Practices.

Step by Step for Early Completion

Step 1: Teacher turns in documentation of successful teaching.

Step 2: Site administrator does a formal observation cycle.

Step 3: Site administrator signs the recommendation form and sends form along with all documentation to Professional Development, Teacher Training, ISC, School Route 7.

Step 4: PD sends an Early Completion Packet to site administrator.

Step 5: Teacher completes required PD and submits mastery documentation before the administrator signs off on the action plan.

Step 6: Site administrator signs off on ECO action plan and sends in the top two copies to Professional Development, Teacher Training, ISC, School Route 7.

For Early Completion Option questions, please feel free to contact Shannon Bogle, Supervisor of Teacher Training via email or call (813) 840-7024.

Teacher Induction Program Early Completion Option Professional Development Action Plan

Professional Development Requirements Early Completion Option (ECO) Completed in Year 1

YEAR 1

Code of Ethics (on-line and face to face)

Educational Impact On-line Training; Charlotte Danielson's Teaching Framework



Content Area Training can be completed in Year 1 OR Year 2

Elementary (All 5 Trainings)

TIP: Reading 101 & 102

TIP: K-2 Elementary Science **OR**
3-5 Elementary Science

TIP: K-2 Teacher Math Overview **OR**
3-5 Math overview

TIP: K&1 Everyone Writes **OR**
2-5 The Write Beginning

TIP: Overview of Social Studies Alive

For questions related to Elementary Content Area Trainings call 813-272-4455

Middle and High*

Attend the training for your hired content area

Please see page 9 for course titles.

For questions related to Middle School Content Area Training call 813-272-4862

For questions related to Secondary Content Area Training call 813-272-4451

* Teachers that serve in specialty areas not listed above (such as fulltime ESE, PE, Art, Guidance, Psychology, Pre-K, Resource, Career & Technical Education) will fulfill content area requirement by attending mandatory training offered by their content or program area supervisor.



Teacher Induction Program (TIP)
Early Completion Option (ECO) Recommendation Form

Teacher _____ School _____

Lawson # _____ Hire Date _____ Years of Experience _____

*Recommendation form and documentation to be submitted within 90 days of start date.

- Teacher has successfully taught for at least 3 full years.
(Documentation can include evaluations from previous work sites or a letter of recommendation from prior principals/supervisors)

- Copy of Formal Observation indicating satisfactory performance conducted by the current principal/site administrator. *(Print formal from LTM)*

- Current administrator recommends teacher for ECO.

Site Administrator Name _____
(Please print)

Site Administrator Signature _____

Please send to :
Professional Development
Teacher Training
Instructional Services Center
Route 7



APPEAL PROCESS

Unsuccessful Completion of the Teacher Induction Program

If, after two years or the duration of the temporary certificate, there continues to be unsuccessful performance in the TIP, the administrator indicates on the *Documentation of Accomplished Practices* form that the teacher “*Has not successfully completed the Teacher Induction Program.*”

The teacher may choose to appeal this administrative decision in the following manner:

1. An **appeal** may be made by the teacher within ten days of notification of unsatisfactory completion of TIP. The teacher submits a written request to his/her principal for reconsideration of the decision. The principal then notifies the teacher of the results of this reconsideration based on the teacher’s written request.
2. If the second decision is unsatisfactory completion, the teacher has ten days to submit a written request to his/her principal for a meeting with their mentor and site administrator to review all materials in the portfolio. If the materials in the portfolio support the administrative decision, the decision stands.
3. Within ten days of the appeal meeting, the teacher may request, in writing, a conference with the superintendent (or designee) and the building level administrator. The superintendent (or designee) reviews the portfolio and decides whether the teacher has successfully completed the TIP, will be granted an extension, or that the administrative decision stands.

Teacher Induction Program (TIP) Participant Awareness Checklist

An educator who holds a *three-year temporary certificate* must:

- Take and pass the following:
 - General Knowledge Test
 - Florida Professional Education Test
 - Florida Subject Area Examination
 - Teacher Induction Program or
 - Alternative Certification Program or Science and Mathematics Accelerated Readiness for Teaching (SMART) Program
- Successfully complete all course work required for certification.
- Successfully complete the following trainings:
 - Crisis Intervention online course and test
 - Professionalism Through Integrity - Code of Ethics (district)
 - Diversity Component (Equity Observation done with mentor)

Upon successful completion of all of the above, apply for a Florida Professional Educator's Certificate.

I have read and understand my responsibilities as a participant in the Hillsborough County Public Schools Teacher Induction Program (TIP).

Name _____

School _____

Date Read and Signed _____