



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Dr. Kent Mutchler
FROM: Craig Collins
RE: Teacher Induction Program
DATE: August 8, 2013

Attached are two documents which describe the teacher induction program in District 304. This is the thirteenth year that a comprehensive teacher induction program has been offered to certified staff new to District 304.

Board members will have the opportunity to meet with certified staff new to the District on September 23, 2013.

Geneva Community Unit School District 304
Teacher Induction Program
2013/2014

I. Summer Orientation (half-day)

Information meeting for teachers new to District 304 held prior to the beginning of the school year (July and August). Topics include compensation procedures, employee benefits (e.g. health, dental, and life insurance, flexible spending plans, 403b tax-sheltered annuity program), personal and sick leave, Board of Education policies, an orientation to the District's technology resources, and completion of employment-related paperwork.

II. Staff Connections Website (www.geneva304.org/staffconnections)

A website with useful information about District programs, procedures, and people.

III. New Teacher Institute (three full days; one half-day)

Held the week prior to the beginning of the school year, two and a half days devoted to introducing new teachers to the history and tradition of the school district, administrative and support staff, school district curriculum, student health protocols, and building practices and procedures.

IV. New Teacher Mentoring

A teacher new to District 304 is paired with an experienced teacher who offers practical and timely perspective and support during the school year.

V. Building Orientation

Orientation activities sponsored by individual buildings throughout the school year helping to foster socialization and the integration of new staff in the building.

VI. Information Sessions (after school)

After school meetings offered throughout the school year focusing on issues of special interest to teachers new to District 304. A schedule of meeting dates and time will be distributed at the beginning of the school year.

**New Teacher Institute
Geneva School District 304
August 5 - 8, 2013**

Monday, August 5

8:00 a.m. - 11:45 a.m.	Building orientation at each school building (report to home school)
12:00 p.m. - 1:00 p.m.	Lunch - Geneva Middle School North Cafeteria (provided by the Kane County Teachers Credit Union)
1:00 p.m. - 3:00 p.m.	Meet and work with your mentor - Geneva Middle School North Cafeteria

Tuesday, August 6

9:00 - 11:45 a.m.	Curriculum Overview - Geneva High School (room EE 184) Topics include: curriculum frameworks at all levels, district assessments and schedule, curriculum supports and interventions, and an overview of the district's curriculum development process.
12:00 p.m. - 1:00 p.m.	Lunch - Library (provided by the District 304 PTO Council)
1:00 p.m. - 2:30 p.m.	Student Health Issues - District 304 Nursing Staff - Geneva High School Community Room

Wednesday, August 7

8:00 a.m. - 11:00 a.m.	Introduction to the Danielson Framework for Teaching - Geneva Middle School North Library
11:00 p.m. - 12:00 p.m.	Lunch (on your own)
12:00 p.m. - 3:00 p.m.	Introduction to the Danielson Framework for Teaching - Geneva Middle School North Library

Thursday, August 8

8:00 a.m. - 9:20 a.m.	Expectations of Teacher Performance in District 304 - Geneva Middle School North Cafeteria
9:20 a.m. - 9:30 a.m.	Break
9:30 a.m. - 11:00 a.m.	Introductions to District 304 (Geneva Middle School North Cafeteria) - Greetings from Board of Education President, Superintendent, Geneva Education Association - Introduction of Central Office Administration - Introduction of New Staff
11:00 a.m. - 11:30 a.m.	New Teacher Institute Wrap-Up
11:30 a.m. - 12:15 p.m.	Bus Tour of the school district (optional)