



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

TO: Dr. Kent Mutchler  
FROM: Dr. Adam Law  
RE: Teacher Induction Program  
DATE: August 14, 2017

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Attached are two documents which describe the teacher induction program in District 304. This is the 17th year that a comprehensive teacher induction program has been offered to licensed staff new to District 304.

Board members are invited to a luncheon with new licensed staff on Monday, August 14, at 12:00 p.m. in the Geneva Middle School North cafeteria, with the introduction of new staff to follow at 1:00 p.m.

**Geneva Community Unit School District 304**  
**Teacher Induction Program**  
**2017/2018**

**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, and completion of employment-related paperwork.

**II. Staff Connections Website (can be accessed on the Geneva School District website under "staff" button)**

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

**III. New Teacher Institute (four full days)**

Held the week prior to the beginning of the school year, these days are 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 times will be distributed at the beginning of the school year.

# New Teacher Institute

Geneva School District 304

August 14 - 17, 2017

## Monday, August 14

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 provided by the District 304 PTO Council	Geneva Middle School North – Cafeteria
1:00 a.m. – 2:30 p.m.	Introductions to District 304 - Greetings from Board of Education President, Superintendent, Geneva Education Association - Introduction of Central Office Administration - Introduction of New Staff	Geneva Middle School North – Cafeteria

## Tuesday, August 15

8:00 a.m. – 9:00 a.m.	District Vision and Communication	Geneva High School – Community Room
9:10 a.m. – 10:00 a.m.	Teacher Evaluation Process	Geneva High School – Community Room
10:10 a.m. – 11:00 a.m.	Panel Discussion with Non-tenured Teachers	Geneva High School – Community Room
11:00 a.m. – 12:00 p.m.	Lunch with mentors – provided by the Kane County Teachers Credit Union	Geneva High School – Cafeteria
12:15 p.m. – 4:00 p.m.	Meet and work with your mentor	Report to home school

## Wednesday, August 16

8:00 a.m. – 12:00 p.m.	Technology Integration: 8:00-9:00 Technology Essentials (elem, MS, SS) 9:00-12:00 Break out by level (elementary, MS) 9:00-12:00 Power IEP Training (Support Services)	Coultrap Educational Services Center
8:00 a.m. – 12:00 p.m.	Innovation U (High School teachers)	Geneva High School
12:00 p.m. – 1:00 p.m.	Lunch – provided by the Geneva Education Association	Coultrap Educational Services Center
1:00 p.m. – 1:50 p.m.	Expectations of Teacher Performance in District 304	Coultrap Educational Services Center
2:00 p.m. – 2:15 p.m.	Employee Assistance Program Overview	Coultrap Educational Services Center
2:15 p.m. – 3:45 p.m.	Student Health Issues – District 304 Nursing Staff	Coultrap Educational Services Center

## Thursday, August 17

8:00 a.m. – 9:00 a.m.	Elementary Reading – Elementary Teachers and Special Education Teachers	Williamsburg Library
9:15 a.m. – 11:00 a.m.	Common Core Math – Elementary Teachers, Middle School Math Teachers, Special Education Teachers	Williamsburg Elementary School – Library and Computer Lab
11:00 a.m. – 12:00 p.m.	Lunch (on your own)	
12:00 p.m. – 3:00 p.m.	Special Education 101 – Psychologists, Social Workers, Speech Pathologists, Special Education Teachers	Coultrap Educational Service Center – Professional Development Room
12:00 p.m. – 3:00 p.m.	Common Core Math (continued) – Elementary Teachers & Middle School Math Teachers	Williamsburg Elementary School – Library and Computer Lab