



**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 7, 2014

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Attached are two documents which describe the teacher induction program in District 304. This is the 14th 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 22, 2014.

**Geneva Community Unit School District 304**  
**Teacher Induction Program**  
**2014/2015**

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. 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.

**6. 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 - August 11 - 14, 2014**  
**Geneva School District 304**

**Monday, August 11**

|                        |  |                                   |
|------------------------|--|-----------------------------------|
| 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 Kane County Teachers Credit Union          | Geneva High School Cafeteria      |
| 1:00 p.m. - 2:30 p.m.  | Student Health Issues - District 304 Nursing Staff                 | Geneva High School Community Room |
| 2:45 p.m. - 4:00 p.m.  | School Security Issues - Amy Campbell - Safety/Security Supervisor | Geneva High School Community Room |

**Tuesday, August 12**

|                        |  |   |
|------------------------|--|---|
| 8:00 - 11:45 a.m.      | Common Core Math - Elementary Teachers, Middle School Math Teachers, Elementary and Middle School Special Education Teachers             | Williamsburg Elementary School - Computer Lab       |
|                        | Special Education 101 - Psychologists, Social Workers, Speech Pathologists   | Geneva Middle School South - Room 253               |
|                        | Technology Resources - Elementary Specials, Middle School Teachers (except Math Teachers), High School Teachers                          | Geneva Middle School North - 1st Floor Computer Lab |
| 12:00 p.m. - 1:00 p.m. | Lunch with mentors- (provided by the District 304 PTO Council)   | Geneva Middle School South Cafeteria                |
| 1:00 p.m. - 3:00 p.m.  | Common Core Math (continued) - Elementary Teachers, Middle School Math Teachers, Elementary and Middle School Special Education Teachers | Williamsburg Elementary School - Computer Lab       |
|                        | Meet and work with your mentor - All other staff   | Home School   |

**Wednesday, August 13**

|                         |   |  |
|-------------------------|---|--|
| 8:00 a.m. - 11:00 a.m.  | Introduction to the Danielson Framework for Teaching (Center for Educational Change)              | Geneva Middle School South Library   |
| 8:00 a.m. - 3:00 p.m.   | IEP Training - Psychologists, Social Workers, Speech Pathologists, and Special Education Teachers | Mid-Valley Special Education Cooperative<br>1304 Ronzheimer Ave, St. Charles |
| 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 (continued)                                  | Geneva Middle School South Library   |

**Thursday, August 14**

|                         |  |                                      |
|-------------------------|--|--------------------------------------|
| 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<br><ul style="list-style-type: none"> <li>- Greetings from Board of Education President, Superintendent, Geneva Education Association</li> <li>- Introduction of Central Office Administration</li> <li>- Introduction of New Staff</li> </ul> | Geneva Middle School North Cafeteria |
| 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)   |                                      |