



**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 10, 2015

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Attached are two documents which describe the teacher induction program in District 304. This is 15<sup>th</sup> year that a comprehensive teacher induction program has been offered to certified staff new to District 304.

Board members are invited to attend the New Teacher Institute session at 9:30 a.m. on Thursday, August 13, in the cafeteria at Geneva Middle School North. This will be an opportunity to meet certified staff who will begin work in August.

**New Teacher Institute**  
**Geneva School District 304**  
**August 10 - 13, 2015**

**Monday, August 10**

8:00 a.m. - 11:45 a.m.	Common Core Math - Elementary Teachers, Middle School Math Teachers, Elementary and Middle School Special Education Teachers	Williamsburg Elementary School - Library and Computer Lab
8:00 a.m. - 11:45 a.m.	Special Education 101 - Psychologists, Social Workers, Speech Pathologists	Geneva Middle School South - Room 253
8:00 a.m. - 11:45 a.m.	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 Kane County Teachers Credit Union	Geneva High School 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 - Library and Computer Lab
1:00 p.m. - 3:00 p.m.	Meet and work with your mentor - All other staff	Home School

**Tuesday, August 11**

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. - 11:00 a.m.	IEP Training - Psychologists, Social Workers, Speech Pathologists, and Special Education Teachers	Coultrap Educational Services Center - Professional Development Room
11:00 a.m. - 12:00 p.m.	Lunch - provided by the District 304 PTO Council	Geneva Middle School South Cafeteria
12:00 p.m. - 3:00 p.m.	Introduction to the Danielson Framework for Teaching (continued)	Geneva Middle School South Library
12:00 p.m. - 3:00 p.m.	Danielson Framework for Psychologists, Social Workers, Speech Pathologists, and Special Education Teachers	Coultrap Educational Services Center - Professional Development Room

**Wednesday, August 12**

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 (on your own)	
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

**Thursday, August 13**

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 - Greetings from Board of Education President, Superintendent, Geneva Education Association - Introduction of Central Office Administration - Introduction of New Staff	Geneva Middle School North Cafeteria
11:00 a.m. - 11:30 a.m.	New Teacher Institute Wrap-Up	
11:30 a.m. - 1:00 p.m.	Bus Tour of the school district (optional)/lunch on your own	
1:00 p.m.	Complete GCN on-line tutorials at each building	Home School

# **Geneva Community Unit School District 304**

## **Teacher Induction Program**

### **2015/2016**

**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](http://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, three 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 and evaluation, student health protocols, school security, 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.