



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 4, 2011

Attached are two documents which describe the teacher induction program in District 304.

Board members are invited to attend the New Teacher Institute session at 9:30 a.m. on Thursday, August 11, in the cafeteria at Geneva Middle School North. This will be an opportunity to meet certified staff who will begin work in August.

GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304

New Teacher Institute

August 9, 10 & 11, 2011

Tuesday, August 9

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
1:00 p.m. - 3:00 p.m.	Meet and work with your mentor - Geneva Middle School North Cafeteria

Wednesday, August 10

8:00 - 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 - Geneva High School Cafeteria
1:00 p.m. - 2:20 p.m.	Student Health Issues - District 304 Nursing Staff - Geneva High School Community Room
2:30 p.m. - 3:30 p.m.	Bus Tour of the school district (optional)

Thursday, August 11

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) <ul style="list-style-type: none"> - 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

Geneva Community Unit School District 304

Teacher Induction Program

2011/2012

I. Summer Orientation (half-day)

Information meeting for teachers new to District 304 held prior to the beginning of the school year (June, 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 (two 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 sessions offered throughout the school year focusing on the Geneva Professional Teaching Standards. A schedule of meeting dates and times will be distributed at the beginning of the school year.

VII. Instructional Coaching

Focused and constructive feedback on instructional performance offered by a veteran teacher to staff members new to the District.