

## WEST BRANCH AREA SD

516 Allport Cutoff

Induction Plan (Chapter 49) | 2021 - 2024

---

### INDUCTION PLAN (CHAPTER 49)

Chapter 4 establishes that each school entity shall submit to the Department for approval an induction plan every 6 years as required under Chapter 49, Section 16(a). A school entity shall make its induction plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board and submission of the plan to the Department.

Chapter 49.16, Approval of Induction Plans, establishes the following requirements of LEA Induction Plans:

- Each school entity shall submit to the Department for approval a plan for the induction experience for first-year teachers (including teachers in prekindergarten programs, when offered), long-term substitutes who are hired for a position for 45 days or more and educational specialists.
- The induction plan shall be prepared by teacher or educational specialist representatives, or both, chosen by teachers and educational specialists and administrative representatives chosen by the administrative personnel of the school entity. Newly employed professional personnel with prior school teaching experience may be required by the school entity to participate in an induction program.
- The induction plan shall reflect a mentor relationship between the first-year teacher, long-term substitute or educational specialist, teacher educator and the induction team.
- Criteria for approval of the induction plans will be established by the Secretary in consultation with the Board and must include induction activities that focus on teaching diverse learners in inclusive settings.

## PROFILE AND PLAN ESSENTIALS

West Branch Area School District

110179003

516 Allport Cutoff , Morrisdale, PA 16858

Michelle Dutrow

mdutrow@westbranch.org

8143455616 Ext. 4000

Michelle Dutrow

mdutrow@westbranch.org

## INDUCTION PLAN COMMITTEE PARTICIPANTS

The Induction Plan Committee is responsible for the development and operation of the LEA's Educator Induction Program.

In accordance with 22 PA Code Chapter 49.16 the induction committee must include teacher or educational specialist representatives, or both, selected by teachers, educational specialists, and administrative representatives from within the school/district.

## STEERING COMMITTEE

---

Name	Title	Committee Role	Chosen/Appointed by
Michelle Dutrow	Superintendent	Administrator	School Board of Directors
Mark Mitchell	Principal	Administrator	Administration Personnel

<b>Name</b>	<b>Title</b>	<b>Committee Role</b>	<b>Chosen/Appointed by</b>
Stacy Ricciotti	Instructional Coach	Education Specialist	Teacher
Nicole Petriskey	Teacher	Teacher	Teacher
Jen Porter	Counselor	Education Specialist	Teacher
Tabytha Carr	Parent	Other	Administration Personnel

## EDUCATOR INDUCTION PLAN (EIP) (22 PA CODE, 49.16)

By checking each of the following boxes, the LEA is assuring that it complies with and has instituted each of the following Chapter 49 Induction Plan requirements.

Plan requirements	Yes/No
Are all first-year teachers (including teachers in prekindergarten programs, when offered), long-term substitutes who are hired for a position for 45 days or more and educational specialists identified and provided an induction experience? (22 Pa Code, 49.16 )	Yes
Is the induction plan prepared by teacher or educational specialist representatives, or both, chosen by teachers and educational specialists and administrative representatives chosen by the administrative personnel of the school entity? (22 Pa Code, 49.16 )	Yes
Has the plan been made available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board and submission of the plan to the Department? (22 Pa Code, 49.16 )	Yes
Does the induction plan reflect a mentor relationship between the first-year teacher, long-term substitute or educational specialist, teacher educator and the induction team? (22 Pa Code, 49.16 )	Yes
Does the induction plan include training on the teacher observation and evaluation model inclusive of the consistent use of quality teacher-specific data and building-level data within student performance measures? (24 P.S. § 11-1138.8 (c)(3) and 22 Pa Code, 49.16 )	Yes
Does the induction plan:	Yes
a. Assess the needs of inductees?	
b. Describe how the program will be structured?	Yes
c. Describe what content will be included, along with the delivery format and timeframe?	Yes



## MENTORS

Which of the following characteristics does the Local Education Agency (LEA) use to select mentors?

Characteristics used by LEA	Yes/No
Pool of possible mentors is comprised of teachers with outstanding work performance.	Yes
Potential mentors have similar certifications and teaching assignments.	Yes
Potential mentors must model continuous learning and reflection.	Yes
Potential mentors must have knowledge of LEA policies, procedures, and resources.	Yes
Potential mentors must have demonstrated ability to work effectively with students and other adults.	Yes
Potential mentors must be willing to accept additional responsibility.	Yes
Mentors must complete mentor training or have previous related experience (e.g., purpose of induction program and role of mentor, communication and listening skills, coaching, and conferencing skills, problem-solving skills and knowledge of adult learning and development).	Yes
Mentors and inductees must have compatible schedules so that they can meet regularly.	Yes
Other, please specify below	No

## OTHER

None

**PLEASE EXPLAIN THE LEA'S PROCESS FOR ENSURING THEIR MENTORS HAVE THE ABOVE SELECTED CHARACTERISTICS.**

The West Branch Area School District has implemented a formal review process for the selection of mentors. Both principals and central office administration work through this process as well as other performance data (i.e. observation summaries and annual evaluation appraisals) to confirm mentor candidates.

## NEEDS ASSESSMENT

Which of the following characteristics does the Local Education Agency (LEA) use to select mentors?

Characteristics used by LEA	Yes/No
Observations of inductee instructional practice by a coach or mentor to identify needs.	Yes
Multiple observations of inductee instructional practice by building supervisor to identify needs.	Yes
Regular scheduled meetings with mentors or coaches to reflect upon instructional practice to identify needs.	Yes
Standardized student assessment data	Yes
Classroom assessment data (Formative & Summative)	Yes
Inductee survey (local, intermediate units and national level)	Yes
Review of inductee lesson plans	Yes
Review of written reports summarizing instructional activity	Yes
Submission of Inductee Portfolio	No
Knowledge of successful research-based instructional models	Yes
Information collected from previous induction programs (e.g., program evaluations and second-year teacher interviews).	Yes
Other, please specify below	No



## **OTHER**

None

### **BASED ON THE TOOLS AND METHODS SELECTED ABOVE, DESCRIBE THE LEA'S INDUCTION PROGRAM, INCLUDING THE FOLLOWING DETAILS:**

- **PROGRAM STRUCTURE**
- **CONTENT INCLUDED**
- **MEETING FREQUENCY**
- **DELIVERY FORMAT**

The West Branch Area School District provides an Induction program to address the goals, objectives and competencies required. The content includes: Code of Professional Practice and Conduct for Educators, Safe and Supportive Schools, Assessments, Instructional Practices, Standards, Curriculum, Intervention, Technology Integration, Accommodations and Adaptations for Diverse Learners, Data Informed Decision Making, and Materials and Resources for Instruction. The program is implemented through a number of structures, including: orientation (Annually - August - Induction Coordinator), district-level sessions (Monthly - Induction Coordinator), mentor/inductee meetings (Weekly - Informal), mentor observation (Annually - 1x; others as needed), inductee observations and visitations (Quarterly), inductee surveys (Annually - May), book chats and presentations (Monthly - Induction Coordinator).

## EDUCATOR INDUCTION PLAN TOPIC AREAS

Ensure that professional development activities contain content that develops teacher competency, increases student learning, and aligns with at least one component contained in the Danielson Framework for Teaching.

## CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

---

**Selected Danielson Framework(s)**

**Timeline**

4e: Growing and Developing  
Professionally

Year 1 Fall

---

## ASSESSMENTS AND PROGRESS MONITORING

---

**Selected Danielson Framework(s)**

**Timeline**

1f: Designing Student Assessments

Year 1 Fall

---

## INSTRUCTIONAL PRACTICES

---

**Selected Danielson Framework(s)**

**Timeline**

---

**Selected Danielson Framework(s)**

**Timeline**

1e: Designing Coherent Instruction

Year 1 Fall

---

## **SAFE AND SUPPORTIVE SCHOOLS**

---

**Selected Danielson Framework(s)**

**Timeline**

2a: Creating an Environment of Respect  
and Rapport

Year 1 Fall

---

## **STANDARDS/CURRICULUM**

---

**Selected Danielson Framework(s)**

**Timeline**

1a: Demonstrating Knowledge of  
Content and Pedagogy

Year 1 Fall

---

## **TECHNOLOGY INSTRUCTION**

---

**Selected Danielson Framework(s)**

**Timeline**

---

1e: Designing Coherent Instruction

Year 1 Fall

---

## PROGRESS REPORTS AND PARENT-TEACHER CONFERENCING

---

**Selected Danielson Framework(s)**

**Timeline**

---

4b: Maintaining Accurate Records

Year 1 Fall

---

## ACCOMMODATIONS AND ADAPTATIONS FOR DIVERSE LEARNERS

---

**Selected Danielson Framework(s)**

**Timeline**

---

1b: Demonstrating Knowledge of  
Students

Year 1 Winter

---

## DATA INFORMED DECISION MAKING

---

**Selected Danielson Framework(s)**

**Timeline**

---

1c: Setting Instructional Outcomes

Year 1 Winter

---

## MATERIALS AND RESOURCES FOR INSTRUCTION

---

**Selected Danielson Framework(s)**

**Timeline**

1d: Demonstrating Knowledge of Resources

Year 1 Winter

---

## CLASSROOM AND STUDENT MANAGEMENT

---

**Selected Danielson Framework(s)**

**Timeline**

2d: Managing Student Behavior

Year 1 Winter

---

## PARENTAL AND/OR COMMUNITY INVOLVEMENT

---

**Selected Danielson Framework(s)**

**Timeline**

4c: Communicating with Families

Year 1 Winter

---

## OTHER

---

**Selected Danielson Framework(s)**

**Timeline**

---

Year 1 Spring

---

## **EVALUATION AND MONITORING**

Describe the procedures employed to monitor and evaluate the Educator Induction Program. As part of this process LEAs should systematically collect data on the educator induction program design, implementation, and outcomes. This data may include:

- a. Survey of participants – new teachers, mentors, principals, and other members of the Educator Induction Program to determine levels of satisfaction and to understand the strengths and weakness of the program
- b. Analysis of activities and resources used in the program
- c. Aligned program evaluation instruments that provide quantitative and qualitative data (e.g., survey/questionnaires, individual and group interviews, and observation tools) to determine the impact of participating teachers and their students

## **EVALUATION AND MONITORING**

The West Branch Area School District has included program evaluation into the Induction program. At the end of the induction year, each new inductee is asked to evaluate the experience using a survey instrument. Additionally, all participating administrators and mentors meet annually to review the program components and make suggestions for revisions as per the Induction planning component.

## DOCUMENTATION OF PARTICIPATION AND COMPLETION

Identify the methods used to record inductee participation and program completion.

Participation	Completion
Mentor documents his/her inductee's involvement in the program.	Yes
A designated administrator receives, evaluates, and archives all mentor records.	Yes
School/LEA maintains accurate records of program completion and provide a certificate or statement of completion to each inductee who has completed the program.	Yes
Completion is verified by the LEA Chief Administrator on the Application for Level 2 Certification.	Yes
Confirm that all first-year teachers are required to participate in the induction program.	Yes

**IF "NO" IS SELECTED, PLEASE EXPLAIN WHAT INDIVIDUALS WERE NOT INCLUDED IN THE INDUCTION PROGRAM AND WHY.**

NA



## EDUCATOR INDUCTION PLAN STATEMENT OF ASSURANCE

We affirm that this Educator Induction Plan has been developed in accordance with the laws, regulations and guidelines for the development, implementation and evaluation of the Induction Plan as designated in Chapter 4 of the Pennsylvania Department of Education School Code.

We affirm that this Educator Induction Plan focuses on the learning needs of each professional staff member to ensure high quality instruction for all students.

Michelle Dutrow  
Educator Induction Plan Coordinator

07/18/2022  
Date

---

I affirm that this Induction Plan provides staff learning that improves the learning of all students as outlined in the [National Staff Development Council's Standards for Staff Learning](#).

Michelle Dutrow  
Chief School Administrator

07/18/2022  
Date