

Welcome to Pinellas County Schools. We know the most important component of a student's success is their teacher. You were selected because we believe you will be an outstanding teacher for our students. Our mission is to educate each student for college, career and life. We want to provide you with the support you need to help make that happen.

The Professional Development Early Career team has worked to design support to make your first year a successful one. Here are the supports you can expect:

- You will attend a two-week Summer New Teacher Institute at Pinellas Park High school. Here you will work with behavior management and content experts to help prepare you for the first two weeks of school. The institute will also contain one evening follow-up session in October.
- During the first week of school before students come (pre-school) you will have the opportunity to meet with your Lead Mentor, who will help you get acquainted with the school and set-up of your room.
- You will be assigned a site-based mentor by your principal. Your mentor will work with you throughout the year to help you reflect on your practice, guide planning, model best practices and answer your questions.
- You will meet once a month with all the new teachers at your school and the Lead Mentor to discuss "Just in Time" topics and collaborate with colleagues.

We are here as another resource for you. Your support and subsequent success are important to us. You are a valued in our district and we appreciate your willingness and enthusiasm to serve our students. If you have questions, please feel free to call us.

Your Professional Development Early Career Team,

Kim Leitold  
[leitoldk@pcsb.org](mailto:leitoldk@pcsb.org)  
727-588-6324

Kristen Esposito  
[espositok@pcsb.org](mailto:espositok@pcsb.org)  
727-588-6224 x 1340

Jennifer Furlott  
[furlottj@pcsb.org](mailto:furlottj@pcsb.org)  
727-588-6000 x 1940

# New Teacher Institute Training Opportunity

## Make-Up Options for Instructional Contractual Requirement

To make up the summer's teacher induction program, ALL Instructional New Hires must complete a Behavioral Management course & Content Courses as outlined below:

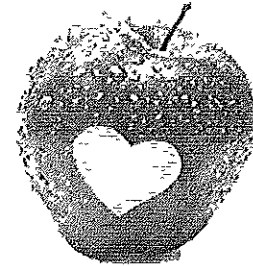
### Behavioral Management Trainings (24 Component Points)

#### Session Information

Who Should Attend: K-12 New Teachers (New to District)

#### When:

Tuesday, October 22, 2013 – Day 1  
Thursday, October 24, 2013 – Day 1 cont'd & Day 2  
Tuesday, October 29, 2013 – Day 2 cont'd  
Tuesday, November 5, 2013 Tuesday – Day 3  
Thursday, November 7, 2013 – Day 3 cont'd & Day 4  
Tuesday, November 12, 2013 – Day 4 cont'd



#### Locations:

<u>Level</u>	<u>Location</u>	<u>Site</u>	<u>Component #</u>
Elementary	South County	Melrose/Woodlawn	New Teacher Institute 5404071C -14/009
Elementary/Secondary	Mid County	Dunedin Elementary	New Teacher Institute 5404071C - 14/008
Elementary	Mid County	Garrison-Jones Elementary	New Teacher Institute 5404071C - 14/007

Time: 5:15-7:15 P.M.

### Content Overview Trainings (Make-Up Options)

To make up the 2nd week (3 days of content training) New Hires must complete the following:

**Elementary Instructional Staff:** Take 3 separate non-contractual trainings (1) Math, (1) ELA and (1) Science training

**Secondary and Other Instructional Staff:** Take (3) non-contractual trainings in their specific content area

Please email Kristen Esposito or Tiffany Vinson upon completion or with questions.

# New Teacher Institute

**July 22-25 & July 29-August 1st**  
**Pinellas Park High School**  
**6305 118<sup>th</sup> Avenue North**  
**Largo, FL 33781**  
**(727) 547-7888**

## Week One: July 22 thru 25

- Collaborate with curriculum experts and colleagues in your grade level or content area
- Deepen your understanding of classroom management systems to ensure your classroom is structured for success
- Develop processes and procedures to implement on the first day of school
- Learn researched based strategies you can use right away
- Receive resource materials including The Tough Kid New Teacher Book
- Develop classroom materials to support the development of your classroom environment

## Week Two: July 29 thru August 1

- Collaborate with curriculum experts and colleagues in your grade level or content area
- Become familiar with curriculum, expectations, and standards
- Understand how to use multiple assessments and information to plan instruction
- Develop processes and procedures to roll out at the beginning of the year
- Become familiar with how to generate high levels of attention and engagement

Follow-up: TBA

## Helping Students Succeed by Helping Teachers Succeed

**Registration:** 8:00-8:30 a.m. **Professional learning:** 8:30-3:30 p.m.

*Participation in the New Teacher Institute is required*

*To complete The New Teacher Institute requirement participants must attendance both week one and two, as well as the follow-up professional learning*

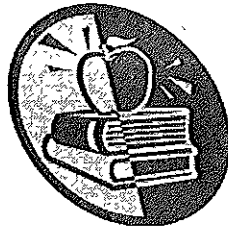


For more information  
Contact Kim Leitold, Kristen Esposito, or Jenny Furlott  
Professional Development  
(727) 588-6000 Ext. 6324, 1340, 1940

# New Teacher Institute Training Opportunity

## Make-up Session for Week 1

### Strategies for Behavior Management in the Classroom



Offered by: Professional Development Department

#### Session Information

**Who Should Attend:** Mandatory for all K-12 New Teachers & Those who missed parts/days of the Behavior Management (Week 1 of New Teacher Institute)

**When:** Tuesday, September 10, 2013 (Day 1)

Thursday, September 19, 2013 (Days 1 & 2)

Tuesday, September 24, 2013 (Days 2)

Thursday, September 26, 2013 (Days 2 & 3)

Tuesday, October 1, 2013 (Days 3)

Thursday, October 3, 2013 (Days 3 & 4)

**Locations:** TBA- Will make every effort to offer training in South, Mid & North County

**Time:** 5:15 P.M. – 7:15 P.M.

**Registration opens:** Soon

**Component Number:** New Teacher Institute Week 1 # -5404071C

\*This training qualifies for 24 component points

*“Inspiring Excellence in Practice to Ensure Student Success”*

**Professional Development**  
**ACTION PLAN**  
*Inspiring Excellence in Practice to Ensure Student Success*

**LEADERS:** Kim Leitold, Kristen Esposito and Early Career Development Team

<b>INITIATIVE:</b>	<b>New Teacher Institute</b> <b>Helping Students Succeed by Helping Teachers Succeed</b>
<b>PURPOSE:</b> How will this work support our vision? What is the purpose of this work, initiative or program?	<b>Prepare new teachers for the first two weeks of school</b>
<b>GOALS:</b> Think of overall long term outcomes: what do we hope to accomplish through this program? Also consider shorter term goals.	<b>Long Term Goals:</b> <b>Increase the retention of new teachers in our schools serving at risk students by 80%.</b> <b>Implement a continuous system of support and guidance for new teachers to ensure student success</b>  <b>Short Term Goal:</b> <b>Professional Development in collaboration with Teaching and Learning will implement the New Teacher Institute for first year teachers including facilitated professional learning to build new teacher competence and effectiveness in practice by August 2, 2013 and a follow-up by October 25, 2013.</b>
<b>EVALUATION:</b> How will we evaluate effectiveness of the program on a continual basis and plan	<b>During the implementation phase:</b> <b>Teacher self-assessment</b> <b>Developed Routines/Procedures and lesson plans</b>

<p>for improvements? How will we measure the impact on educator performance and on student academic and/or behavior performance?</p>	<p><b>After implementation:</b> <b>New Teacher survey completed during the follow-up, October 8th</b> <b>Administrator survey</b></p>
<p><b>OVERALL SUMMARY/COMPONENTS:</b> Describe the overall program or initiative. What are the major components?</p>	<p><b>The New Teacher Institute is two weeks of focused professional learning. During these weeks new teachers will be involved in professional learning that utilizes adult learning and facilitation strategies followed by opportunities to apply their new learning.</b></p> <ul style="list-style-type: none"> <li>• <b>Week one new teacher will learn how to apply the five key elements of positive &amp; proactive classroom management, develop cultural proficiency to improve learning for all students, learn practical solutions for preventing and dealing with misbehavior, and focus on the first days to ensure their classroom is structured for success.</b></li> <li>• <b>Week two new teachers will focus on understanding content, assessment and instruction. They will develop processes and procedures for content structures and strategies, become familiar with resources and materials, understand planning for unit, learn to unpack standards, locate and manipulate data, understand and plan for formative assessments, learn strategies to generate high levels of attention and engagement.</b></li> </ul> <p><b>In addition our students will share their thoughts about what makes a good teacher, special speakers will motivate and involve teachers in understanding how to engage students in learning.</b></p> <p><b>The event begins with an opening session. The superintendent will welcome our new teachers and set the stage for their beginning career. On the last day Dr. Grego will close the event with a final message.</b></p> <p><b>Other Event Components</b> <b>Continental breakfast and lunch will be provided</b></p>

	Teachers receive classroom materials and supplies, a book” The Tough Kid New Teacher Book”, and a cart Vendors provide door prizes
<b>SUPPORTING RESEARCH:</b> What is the evidence that supports the plan?	New Teacher Center Marzano Wong
<b>ALIGNMENT:</b> How does this align with the district vision, other initiatives?	RTTT- Beginning Teacher program Effective and Efficient Operations
<b>RESOURCE &amp; BUDGET NEEDS:</b> What budget, material, time, personnel and other resources will be needed?	Funding for: Trainers(content specialists, coaches, teacher leaders)- Early Career Budget Materials- Early Career Budget Printing-Early Career Budget Replacement supplies for school-Early Career Budget Food/water-vendor funding

**ACTION STEPS:**

WHAT	WHO	WHEN
Place New Teacher Institute on the summer calendar	PD and T&L leaders	April 2013
Determine number of new teachers	Placement Teams	June-July

<b>Identify supervisors and key stakeholders to involve in the planning of classroom management and curriculum weeks' goals/objectives</b>	<b>Kim Leitold</b>	<b>April 2013</b>
<b>Secure site location</b> <ul style="list-style-type: none"> <li>• Contact principal</li> <li>• Complete site requisition</li> </ul>	<b>Kim Leitold</b>	<b>April 2013</b>
<b>Invite graduating interns from local universities</b> <ul style="list-style-type: none"> <li>• Develop invitation letter</li> <li>• Send email to College of Education Leaders</li> <li>• Log confirmations</li> <li>• Create a Certificate of Attendance for each participant</li> </ul>	<b>Kim Leitold and Jenny Furlott</b>	<b>May 2013</b>
<b>Write and Open components for all NTI workshops/training</b>	<b>Kristen Esposito</b>	<b>June-July</b>



opportunities		
<p><b>Week One Team Leaders</b></p> <ul style="list-style-type: none"> <li>• Schedule meetings</li> <li>• Plan curriculum and agenda for each day</li> <li>• Develop PPT and support materials</li> <li>• Create supply list</li> <li>• Complete print requisition</li> <li>• Secure trainers</li> <li>• Provide an overview and information for trainers</li> <li>• Open components</li> </ul>	<p><b>Kim Leitold, Susan Schilt Debbie Thornton, Emily Pedlow, Lenethe Walker, Karalia Baldwin, Phoenicia Wright</b></p>	<p><b>April-July</b></p>
<p><b>Week Two PD and T&amp;L</b></p> <ul style="list-style-type: none"> <li>• Schedule meetings with T&amp;L content specialists</li> <li>• Develop outcomes and goals</li> <li>• Secure trainers</li> <li>• Provide Teacher Leader Professional Learning for effective facilitation, adult learning theory, and agenda building</li> <li>• Open components</li> <li>• Training Teams <ul style="list-style-type: none"> <li>○ Create handouts and content materials</li> </ul> </li> </ul>	<p><b>Kim Leitold and T&amp;L Content Specialists</b></p> <p><b>Kim Leitold, Holly Brody, Janice Creneti</b></p>	<p><b>May-July</b></p> <p><b>June 17<sup>th</sup> and 18<sup>th</sup> JWB</b></p>

Set up weekly morning meetings for Early Career to meet as team around NTI demands	Kim Leitod	Late June
Media Components- Work with Communications to develop the following video segments to present at NTI: <ul style="list-style-type: none"> <li>• Student Voices</li> <li>• Teacher poem</li> <li>• Online District Orientation (see accompanying action plan)</li> </ul>	Kristen Esposito	June-July
Materials <ul style="list-style-type: none"> <li>• Order training supplies</li> <li>• Order NT supplies/gifts</li> <li>• Order Books</li> <li>• Secure tablecloths</li> <li>• Order paper products for food service</li> <li>• Order additional tables from the warehouse <ul style="list-style-type: none"> <li>○ Send to site</li> </ul> </li> </ul>	Deb Stephens Kim Leitold Kristen Esposito	May-June
Select Speaker <ul style="list-style-type: none"> <li>• Complete paperwork</li> <li>• Schedule the communication of expectations</li> </ul>	Kristen Esposito and Kim Leitold	May-July
Set up meeting with Risk Management to plan for Benefit Information	Kim Leitold and Kristen Esposito	June

<b>Book Vendors</b> <ul style="list-style-type: none"> <li>• Determine budget needs</li> <li>• Send selected businesses an invitation to participate in the event</li> <li>• Collect commitment doc and business information</li> <li>• Provide event schedule</li> </ul>	Raquel Perez Kim Leitold	June-July
<b>Site management:</b> <ul style="list-style-type: none"> <li>• Complete a room walk-through</li> <li>• Identify technology/work with tech specialist</li> <li>• Set up materials room</li> <li>• Complete inventory</li> <li>• Set up registration, vendor tables, auditorium</li> <li>• Post signage</li> <li>• Manage site issues during event</li> <li>• Manage event set-up July 18</li> </ul>	Kristen Esposito Deb Stephens Kim Leitold	May-July
<b>Food</b> <ul style="list-style-type: none"> <li>• Secure three bids for event food</li> <li>• Select caterer</li> <li>• Plan menus</li> <li>• Receive invoice form caterer by July 12</li> <li>• Set up line and drink tables</li> </ul>	Kim Leitold and ?	June-July

<ul style="list-style-type: none"> <li>• <b>Work with Cafeteria Manager</b></li> </ul>		
<p><b>Volunteer Coordinator</b>  <b>Secure volunteers for event</b></p> <ul style="list-style-type: none"> <li>• <b>Registration</b></li> <li>• <b>Set-up and break-down</b></li> <li>• <b>Laminating materials</b></li> <li>• <b>Food service</b></li> </ul> <p><b>Provide volunteer hours for Certificate of Distinction</b></p>	<p><b>Carrie Rivera</b></p>	<p><b>June-July</b></p>
<p><b>Communication Plan</b></p> <ul style="list-style-type: none"> <li>• <b>Develop Save the Date for Recruitment</b></li> <li>• <b>Develop and provide Information Flyer for NTs at Job Fair and at processing</b></li> <li>• <b>Include Information in Chalk Talk</b></li> <li>• <b>Send Communication to Principals in Friday Update</b></li> <li>• <b>Work with placement teams to collect new teacher contact information</b></li> <li>• <b>Create distribution list</b></li> <li>• <b>Send Welcome Letter and follow-up reminders</b></li> </ul>	<p><b>Kim Leitold</b>  <b>Kristen Esposito</b></p>	<p><b>May-July</b></p>

<ul style="list-style-type: none"> <li>• Invite NT who did not attend EP in 2012 and experienced teacher changing grade levels</li> <li>• Follow-up with information</li> </ul>		
Conduct Phone conversations with Speakers: Tina Boogren & JoAnne Wright	Kristen Esposito & Kim Leitold	Early July
Plan, organize, and implement multiple PPHS site visits to set up and confirm plans, materials distribution, communication of expectations, etc.	Kristen Esposito Kim Leitold Debbie Stephens Raquel Perez	Early July
Create and deliver print materials to central printing	Kim Leitold Kristen Esposito	Early July
Create signs, maps, sign-ins for institute	Kristen Esposito	Early July
Report to PPHS to begin setting up trainer/participant supplies	Kristen Esposito Kim Leitold Debbie Stephens Raquel Perez Amber Nash	July 17 and 18 (possibly add one day week of July 8)
Final building walkthrough to finalize institute implementation plan	Kristen Esposito Kim Leitold	Friday, July 18
Week 1 Trainers pick up supplies at PPHS and set up training rooms	Week 1 Trainers	July 17 and/or 18
Week 2 Trainers pick up supplies at PPHS and set up training rooms	Week 2 Trainers	Thurs., July 25
Plan Follow-up <ul style="list-style-type: none"> <li>• Curriculum week</li> <li>• Behavior management week</li> </ul>	Kim Leitold Kristen Esposito T&L Susan Schilt	August-September

	Debbie Thornton, Emily Pedlow, Lenethe Walker, Karalia Baldwin, Phoenicia Wright	
During institute, monitor implementation by conducting informal observations and random participant surveying.	All involved PD staff	July 22- Aug. 1
Develop Survey monkey online survey to embed in Moodle LMS to gather participant feedback.	Kristen Esposito	By Friday. Aug. 1st
Develop Plan for NT Hired after the NTI	Kim Leitold Kristen Esposito T&L Susan Schilt	August-September
Work with TIS to set up system to monitor completion of requirement for reappointment	Kim Leitold	August
Register New Teachers in LMS Moodle and close components	Kim Leitold Kristen Esposito	October