Manteca Unified School District

Pre-Induction Teacher Support Program

Program Handbook
2019-2020

May 2019
Contents

Program Overview
Program Eligibility
Program Expectations
Lead Teacher Qualifications
Lead Teacher Expectations
Opportunities for Teacher Observations
Athletic Coaching Considerations
Forms
  Participating Teacher Memorandum of Understanding
  Lead Teacher Memorandum of Understanding
  Time Log
  Certificate of Athletic Coach

Program Staff

Eric Peters, TOSA-Induction 858-0790 epeters@musd.net
Kendra Martinsen, TOSA-Induction 858-0863 kmartinsen@musd.net
Rayanne Tamayo, Secretary 858-0870 rtamayo@musd.net
Dante Alvarez, Director of Certificated Personnel 858-0794 dalvarez@musd.net
Program Overview

Manteca Unified School District is committed to providing quality support for teachers in the form of guidance, reflective conversation, and district staff development leading program participants to effective professional practice.

The Manteca Unified School District Pre-Induction Teacher Support Program provides effective supervision and individualized support so that each new participant’s learning can be targeted to her/his needs. With support from a veteran teacher (a lead teacher), participants can extend, apply and refine what they learn about teaching. Lead teachers are selected from the current staff of qualified teachers employed by MUSD who have demonstrated exemplary leadership and teaching skills. Together, the lead teacher and pre-induction teacher (called participating teacher) attend 2 full-day trainings with Program Staff for the first two years of employment with MUSD. After the first two years of employment, the lead teacher and participating teacher continue to meet, but no longer attend Program trainings, until the participating teacher earns a preliminary credential. Once a preliminary credential is earned, the participating teacher enters the MUSD Induction program.

Program Eligibility

Contracted teachers who hold Intern Credentials, Short-Term Staffing Permits, Provisional Internship Permits, Emergency Permits, Waivers, Temporary Credentials or other non-credentialed teachers who are new to the district and working towards a preliminary teaching credential are eligible for support.

Program Expectations

Participating Teacher and Lead Teacher Commitment:

- Meet consistently for a total of 72 hours, two hours each week, during the school year.
- Set up a schedule that works for both teachers to establish a day and time for weekly meetings.
- Maintain a monthly time log that will be initialed by both parties and emailed to Induction staff to document the above mentioned 72-hour requirement.
- Attend 2 full-day trainings together each year for the first 2 years of employment by MUSD.
- Conduct observations throughout the school year as directed by the Program Staff.
**Participating Teacher Commitment:**

- Attend site meetings or trainings for a minimum of 72 hours during the school year (i.e. staff meetings, grade level or department meetings, IEPs, SSTs) in addition to the above mentioned 72 hours with the lead teacher.
- Keep a time log as directed by the Participant’s Intern Program documenting a total of 186 hours of support received throughout the school year. These hours include the 72 with the lead teacher, 72 at the site, 14 for trainings, 21 for in-service days, and the balance for any other professional development or trainings attended during the school year.

**Lead Teacher Qualifications**

- A minimum of 3 years of effective teaching experience
- Possession of a Clear Teaching Credential
- Knowledge of the context and content area of the participating teacher’s teaching assignment
- Teaching assignment is at the same site as participating teacher whenever possible
- A commitment to professional learning and collaboration
- The ability, willingness and flexibility to meet the participating teacher’s needs for support

**Lead Teacher Expectations**

- Meet consistently with assigned participating teacher(s) for a minimum of 72 hours, at least two hours each week, during the school year.
- Observe and be observed by the participating teacher(s).
- Maintain a monthly time log for each participating teacher that will be initialed by the participating teacher(s).
- Maintain confidentiality and discretion in discussions with participating teacher(s).
- Provide information, clarification, and guidance with regards to school and district policies and procedures.
- Share knowledge about materials, planning, curriculum, and teaching methods.
- Assist with classroom management and discipline.
- Act as a resource for assigned participating teacher(s) in matters regarding the teaching profession.
- Encourage participating teacher(s) to reflect on their teaching practices and help them adapt new strategies for their classrooms.
- Have knowledge of the California Standards for the Teaching Profession.
- Meet with his/her participating teacher’s university practicum supervisor as needed.
- Attend 1 Lead Teacher training after school.
- Attend all required training sessions along with the participating teacher(s).
• If required: Complete 10 hours of initial orientation/training, if required, with the participating teacher’s intern program. These hours, if required, will be time-sheeted through Teacher Induction upon receipt of proof of completion. Proof must be submitted no later than April 30th of the current school year.

What if the match is not working?

Participants are given Match Feedback Forms which ask specific questions about the participant’s satisfaction with the match. The feedback on these forms is confidential so that a participant can be honest in expressing any concerns. If, at any time, a participant is dissatisfied with a lead teacher, he or she can use this form or notify the Teacher Induction leadership. At that time the leadership will counsel the participant to attempt to solve the problem without intervention. Should this strategy fail, the leadership may assign a new lead teacher.

Opportunities for Teacher Observations

Teacher Development offers release time for each Lead Teacher/Participating Teacher pair for the purpose of observing exceptional teachers. Each pair will observe 2 mornings during the school year on the days of training that are scheduled. These observations may be done on your site or any site within MUSD. The lead teacher should take the initiative to schedule these observations in advance to ensure that the teachers being observed are exemplary teachers at the participating teacher’s grade level or teaching the same subject area. You are asked to observe two teachers each of these mornings.
Athletic Coaching Considerations

A participating teacher may assume coaching responsibilities; however, coaching duties are secondary to meeting the expectations/requirements of the Teacher Support Program. The Director of Curriculum/Instruction and Compensatory Education may immediately remove any employee from coaching responsibilities for a period determined by the District if teaching expectations/requirements are not fulfilled (See “Certification of Athletic Coach”).
The Forms
One purpose of the Pre-Induction Teacher Support Program is to provide effective supervision and individualized support so that each new participant’s learning can be targeted to her/his needs. With support from a veteran teacher (a lead teacher), participants can extend, apply and refine what they learn about teaching. Lead teachers are selected from the current staff of qualified, tenured teachers employed by MUSD who have demonstrated exemplary leadership and teaching skills.

The Participating Teacher and Lead Teacher are committed to:

- Meet consistently for a minimum of 72 hours, at least two hours each week, during the school year.
- Set up a schedule that works for both teachers to establish a day and time for weekly meetings.
- Maintain a monthly time log that will be initialed by both parties and emailed to Induction staff to document the above mentioned 72 hours.
- Attend all required trainings together.
- Conduct observations throughout the school year as directed by the Program Coordinators.

The Participating Teacher is committed to:

- Attend site meetings or trainings for a minimum of 72 hours during the school year (i.e. staff meetings, grade level or department meetings, IEPs, SSTs) in addition to the above mentioned 72 hours with the lead teacher.
- Keep a time log as directed by the Participant’s Intern Program documenting a total of 186 hours of support received throughout the school year. These hours include the 72 with the lead teacher, 72 at the site, 14 for trainings, 21 for in-service days, and the balance for any other professional development or trainings attended during the school year.

The Lead Teacher is committed to:

- Maintaining confidentiality and discretion in all discussions.
- Providing information, clarification, and guidance with regards to school and district policies and procedures.
- Sharing knowledge about materials, planning, curriculum, and teaching methods.
- Assisting with classroom management and discipline.
- Acting as a resource in matters regarding the teaching profession.
- Encouraging the participating teacher to reflect on teaching practices and help him/her adapt new strategies for his/her classroom.
- Having knowledge of the California Standards for the Teaching Profession.

I have read and understand my role and commitment to the MUSD Pre-Induction Teacher Support Program.

Signature of Participant Date

Please Print Name School

Send this form to Eric Peters, Teacher Development-District Office

(Please save a copy for your records.)

May 2019
I agree to participate in the Manteca Unified School District’s Pre-Induction Teacher Support Program by serving as a Lead Teacher assigned to assist Participating Teacher(s) during the school year. I understand that this program is designed to help meet the individual needs of MUSD’s Participating Teachers to increase their effectiveness in the classroom and, ultimately, to enhance student achievement.

I agree to the following conditions as a Lead Teacher:

- To receive a $2,000 stipend per Participating Teacher. I will accept a prorated stipend if I do not turn in all monthly time logs and/or complete the required 72 hours with my Participating Teacher(s).
- To meet with my assigned Participating Teacher(s) for a minimum of 72 hours during the school year. I am aware that the documented time should be spread evenly throughout the Participating Teacher’s school year for a minimum of two hours each week. If my Participating Teacher(s) or I am out on leave for any portion of the school year, the stipend will be prorated based on the number of weeks we worked together/were not on leave.
- To maintain and submit a monthly time log for each of my assigned Participating Teachers that will be initialed by the Participating Teacher. Any months for which a time log is not submitted will result in a prorated stipend (loss of $200 for each month that no time log is submitted).
- To observe and be observed by my Participating Teacher(s).
- To maintain confidentiality and discretion regarding my Participating Teacher(s).
- To provide information, clarification, and guidance with regards to school and district policies and procedures.
- To share knowledge about materials, planning, curriculum, and teaching methods.
- To act as a resource for my Participating Teacher(s) in matters regarding the teaching profession.
- To encourage my Participating Teacher(s) to reflect on his/her teaching practices and help him/her implement new strategies.
- To meet with my Participating Teacher’s university practicum supervisor as needed.
- To have knowledge of and model the California Standards for the Teaching Profession.
- To attend 1 Lead Teacher training after school hours.
- To attend all required training sessions along with my Participating Teacher(s).
- To complete all Program Support surveys.
- If required: To complete 10 hours of initial orientation/training with my Participating Teacher’s intern program. These hours, if required, will be time-sheeted through Teacher Induction upon receipt of proof of completion. Proof must be submitted no later than April 30th of the current school year.

_______________________________________________
Signature of Lead Teacher Applicant

_________________________
Date

______________________________________________________________
_________________________
Lead Teacher’s Printed Name
School Site
Participating Teacher’s Name

______________________________________________________________
Signature of Site Administrator

_________________________
Date

Please keep a copy of this form for your records.

Return this form to Eric Peters in Teacher Development—District Office

May 2019
MUSD K-12 LEAD TEACHER TIME LOG

Lead Teacher Responsibilities:

- Provide 72 hours of support spread evenly throughout the school year (two hours each week).
- Establish a schedule of meeting dates and times.
- Complete a separate time log for each participating teacher.
- Complete a separate time log for each month.
- Maintain and submit the time log by the 5th of each month.
- Lead Teacher and Participating Teacher must initial the time log (electronic initials are fine).
- Lead Teacher emails the logs to the Teacher Development Center each month.
- Lead Teacher and Participating Teacher keep a copy of the time log for reference.

This log must be completed in the Participating Teacher’s SharePoint folder by the 5th of each month

<table>
<thead>
<tr>
<th>Briefly describe the topics discussed, information shared, or activities completed.</th>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS (rounded to quarter hour; for example, three hours and 45 minutes will look like this: 3.75.)

PARTICIPATING TEACHER VERIFICATION: ____________________ (INITIALS)

LEAD TEACHER VERIFICATION: ____________________ (INITIALS)
FROM: Dante Alvarez, Director Certificated Personnel

TO MUSD Coaches

STATEMENT OF RESPONSIBILITY: Any intern, Teacher Induction candidate and other employee working on credentialing requirements may assume coaching responsibilities. However, coaching duties are secondary to meeting these requirements and employees are required to meet all expectations and make satisfactory progress toward meeting credentialing requirements. The Director of Curriculum/Instruction and Compensatory Education may immediately remove any employee from coaching responsibilities for a period determined by the district if these expectations/requirements are not fulfilled.

This form is applicable from July 1 to June 30 of the current school year. Therefore, a new form must be completed and submitted each school year.

Copies of this form must be signed and returned to Teacher Induction staff.

Date Coach’s Printed Name Coach’s Signature School

I will support this coach’s staff development efforts and will make accommodations for him/her to meet credentialing requirements.

Date Athletic Director’s Athletic Director’s School
Printed Name Signature

Please sign and return to Eric Peters in Teacher Induction.

P.O. Box 32, Manteca, CA 95336 Phone (209) 858-0823
2271 West Louise Avenue, Manteca, CA 95336 Fax (209) 825-3238
www.mantecausd.net lherrin@musd.net