



## **CERTIFIED TEACHER INDUCTION PROCEDURE (PRD-P005)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for new teacher induction.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 New Teacher Induction Coordinator

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Professional Learning
- 3.2 Chief Academic Officer

### **4.0 DEFINITIONS:**

- 4.1 New teacher - an individual teaching for the first time in Clarksville-Montgomery County School System
- 4.2 Site-based Induction Specialist (SBIS) - a building level mentor provided during a new teacher's first year in the Clarksville-Montgomery County School System
- 4.3 Content mentor - a mentor teacher provided during a teacher's second year in the Clarksville-Montgomery County School System
- 4.4 District-level content expert - district level support provided during a teacher's third year in the Clarksville-Montgomery County School System
- 4.5 Job – embedded Practitioner (JEP) - an individual serving as teacher of record in a Tennessee classroom while completing required educator preparation program (EPP)
- 4.6 CMCSS Job-embedded Mentor - a district - level mentor provided until completion of the Job-embedded practitioner's educator preparation program (EPP).

### **5.0 PROCEDURE:**

- 5.1 Teachers are provided with three years of induction support.
- 5.2 Year one induction begins with onboarding.
  - 5.2.1 New teacher learns about induction program components.
  - 5.2.2 New teacher registers for district and school orientation.
- 5.3 Building principal assigns a site-based induction specialist to mentor the new teacher.
  - 5.3.1 The mentor assignment is recorded on the mentor assignment form ([PRD-F013](#)).
  - 5.3.2 The New Teacher Induction Coordinator maintains updated copies of mentor assignments ([PRD-F013](#)).



## **CERTIFIED TEACHER INDUCTION PROCEDURE (PRD-P005)**

Clarksville-Montgomery County School System

---

- 5.4 New teacher participates in district orientation.
  - 5.4.1 Teacher attends one of two summer offerings.
  - 5.4.2 Late hires attend late - hire district orientation.
  - 5.4.3 Teachers hired in April will attend a summer district orientation session for the following school year.
- 5.5 New teacher participates in school orientation.
  - 5.5.1 Site-based induction specialist receives training from the New Teacher Induction Coordinator and facilitates a school-level orientation.
  - 5.5.2 The building principal or assistant principal orients all teachers with evaluation procedures and standards prior to their first observation. Each teacher is advised as to who observes and evaluates his/her performance. No formal observation takes place until orientation has been completed. The consulting teacher, academic coach, CMCSS Job-embedded Mentor and/or site-based induction specialist are not involved in the evaluation of the new teacher.
  - 5.5.3 Site-based induction specialist will schedule individual condensed school orientation sessions with late hires.
- 5.6 Site-based induction specialist supports new teachers through induction seminars.
  - 5.6.1 Site-based induction specialist provides information on necessary upcoming district and school activities and procedures.
  - 5.6.2 Site-based induction specialist provides individual mentoring support to help teachers refine their use of explicit instruction and classroom management.
- 5.7 A content mentor is provided during year two induction support.
  - 5.7.1 Content mentors provide support to year two teacher through online professional learning communities.
  - 5.7.2 Content mentors provide information to strengthen content understanding and pedagogy.
- 5.8 Year three induction provides support through professional learning to meet diverse student needs.
  - 5.8.1 District-level content experts provide support to explore a problem of practice developed by the teacher.
- 5.9 Job-embedded Practitioners take part in Year I Induction support, in addition to being assigned a CMCSS Job-embedded Mentor.



---

## **CERTIFIED TEACHER INDUCTION PROCEDURE (PRD-P005)**

Clarksville-Montgomery County School System

- 
- 5.9.1 CMCSS Job-embedded Mentors complete a minimum of two classroom visits each semester providing feedback through post-collaborative conferences.
  - 5.9.2 CMCSS Job-embedded Mentors provide individual coaching and mentoring support specific to the role of the Job-embedded Practitioner.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Induction for Newly-Hired Teachers ([PRD-A002](#))
- 6.2 Mentor Assignments for Newly-Hired Teachers ([PRD-F013](#))

### **7.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
4/7/17		Initial Release. Replaced HUM-P035.
4/16/20	A	Revisions to 4.2-4.4, 5.1, 5.2, 5.7, and 5.8 include adding the expansion of year two and year three support.
3/26/21	B	Revisions to 4.0, 5.4, 5.7, and 5.8 to reflect updates made to late-hire district orientation, year two, and year three support. Replaced INS-A072.
3/28/22	C	Revisions to 4.0, 4.3, 5.5, 5.6, and 5.6.2. to update formatting
11/22/22	D	Revisions to 4.5, 4.6, 5.4.2, 5.4, 5.5.2, 5.8.1, 5.8.2, 5.9, 5.9.1, and 5.9.2 to address Job-embedded support.

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***