



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 Alternative Certification - a non-traditional pathway to becoming a licensed teacher, allowing individuals to work toward licensure while receiving on-the-job training

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](#)).
- 5.4 New teacher participates in district orientation.



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- 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 Individuals seeking alternative certification take part in Year I Induction support, in addition to being assigned an additional mentor in the district.



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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:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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.
3/17/25	E	Revisions to 4.5 and 5.9 to better address support received by educators working toward licensure on an alternative certification pathway. Removal of 4.6, 5.9.1, and 5.9.2 to broaden layers of support available for educators seeking alternative certification.

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