

Beginning Teacher Requirements Staff Development and Orientation Requirements

In an effort to help both traditional and alternatively licensed beginning teachers to be successful in teaching, Beaufort County Schools requires that they receive ten days of orientation and staff development, to include lesson planning, classroom organization, classroom management, and an overview of the NC Standard Course of Study, Common Core Standards and End-of-Grade and End-of-Course testing.

The Beaufort County School System has developed an individualized plan for orientation and staff development. This plan will allow each beginning teacher to receive and apply training as they enter the classroom.

During this ten-day staff development and orientation, you should complete the assignments in this orientation packet and observe a teacher/teachers when possible. We encourage you to use your time wisely. If you complete the requirements and have extra time, please observe/meet as many other teachers as possible within this ten-day time frame.

TEACHER'S INSTRUCTIONS FOR COMPLETING THE PLAN FOR BEGINNING TEACHER STAFF DEVELOPMENT

Days 1, 2, & 3:

Attend Beginning Teacher Induction (BCS BT website)

Days 4 and 5:

- A. Work with your mentor, grade level/department colleagues, buddy teacher and/or other instructional staff to develop a plan for the following:
 - Demonstrating positive expectations for student success
 - Maintaining effective classroom management
 - Designing lessons for student mastery
 - Becoming a professional educator
- B. Meet with a teacher who teaches the subject or grade level you will be teaching. Notice the teacher's classroom management skills. Ask the teacher what rules and procedures she/he has for students on the first day of school.
- C. Write a thorough classroom management plan (covering discipline and procedures/routines).
 - Write a discipline plan for posting and teaching to students.
 - Does your plan have a maximum of 3 to 5 rules or

responsibilities?

Write a procedures plan for your classroom.

Think about everything that happens in the classroom and how you want to handle it.

What procedures do you need to explain, have students practice, and reinforce?

Have you written exactly what you want to say to students as you teach them procedures?

Have you established morning routines? What about bell work (what students do upon arrival)?

Days 6 and 7:

- A. Meet with a teacher who teaches the same subject area or grade level that you will teach for portions of the two days. Pay special attention to the lesson design and teaching techniques.
- B. If there is time, ask the teacher for suggestions on motivating and keeping students on task.
- C. Ask the teacher for ideas on planning and using the NC Standard Course of Study/Common Core or other curriculum.
- D. Ask the teacher what tests students must take and whether there are ideas for helping them to be successful on these.
- E. Study the NC Standard Course of Study/Common Core or other curriculum. You can locate these on the internet or by links provided by the HR Department.

Days 7 and 8:

- A. Formulate lesson plans for the first week you will be teaching, using the NC Standard Course of Study/Common Core or other curriculum.
 - B. Meet with your mentor/buddy teacher to ask for assistance.
 - Ask your mentor/buddy teacher to study your classroom management plan and make suggestions. (There may be school-wide rules and procedures that you need to include.)
 - Ask your mentor/buddy teacher to take you on a school-wide tour and show you things you need to know.
 - Ask your mentor/buddy teacher if your lesson plans are in keeping with what the administrator requires. If not, make the necessary changes.
- Ask your mentor/buddy teacher to explain the curriculum for your teaching assignment and related testing requirements.

Days 9 and 10:

- A. Study the materials in the Beginning Teacher Information folder on the Beaufort County Schools webpage.
 - Are there things you can use to make your teaching more effective?
 - Are there helpful hints on discipline that you would like to incorporate?
- B. Continue to observe other classes as possible. Continue to plan for your first day, first week and first month. Use this time to notice the proper procedures, daily routines and culture of the school.

Accountability:

In order to receive credit for the completion of two weeks of orientation, the beginning teacher will meet with a school administrator and show or submit the following:

- A. Classroom Management Plan
 - a. Discipline Plan
 - b. Procedures Plan
- B. Lesson Plans for the first week of teaching

Then, the beginning teacher must submit the signed Statement of Completion of Requirements for the Two-Week Orientation and Staff Services to Cindy Apple or Mark Doane at Central Services.