

ACTIVITY

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Teacher Onboarding & Mentorship

The Apollo Career Center Process / Perspective

Curriculum Coordinator & Student Services Advisor

Hannah Dickey

High School Administrative Team

Josh Clune, Dave Howard, Toby Prinsen, Nick Sammetinger, Michael Ward

Objectives



- ❑ **Understand the evolution** of the onboarding and mentorship program from a limited, ad hoc process to a comprehensive system of structured support for new teachers.
- ❑ **Identify the key components** of the enhanced program, including structured guidance, coaching, and targeted experiences designed to support new educators.
- ❑ **Recognize the intended outcomes** of the program such as increased growth, confidence, and long-term retention among new teachers and how these benefit the broader school community.

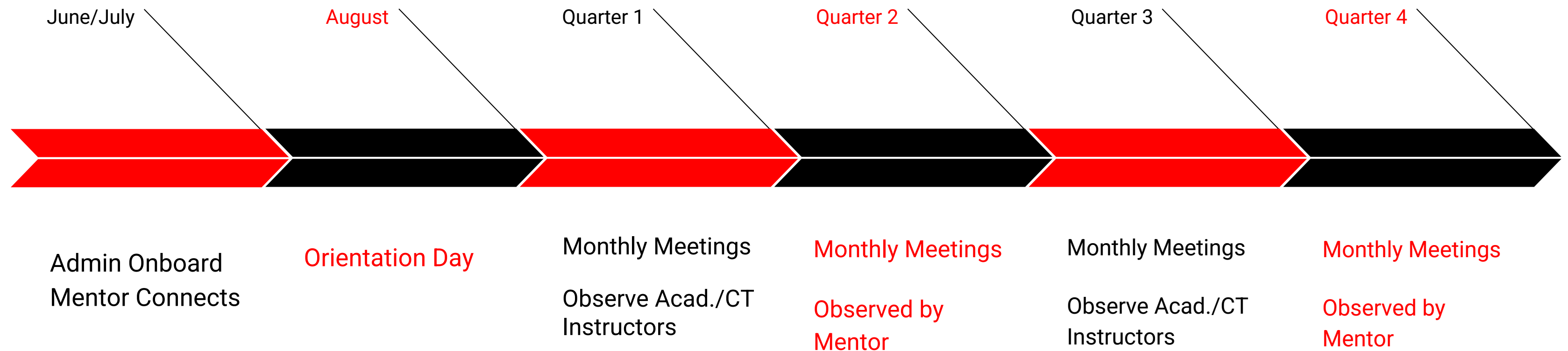
What we do versus what it can become:

H.B. 432

- **Mentorship & Onboarding vs. Teacher Preparation**
- **Apollo AEA Contract Limitations - salary schedule columns**
- **University of Toledo & Bowling Green State University**
- **Potential for future teacher preparation program for CTE instructors - next contract negotiations**

Timeline

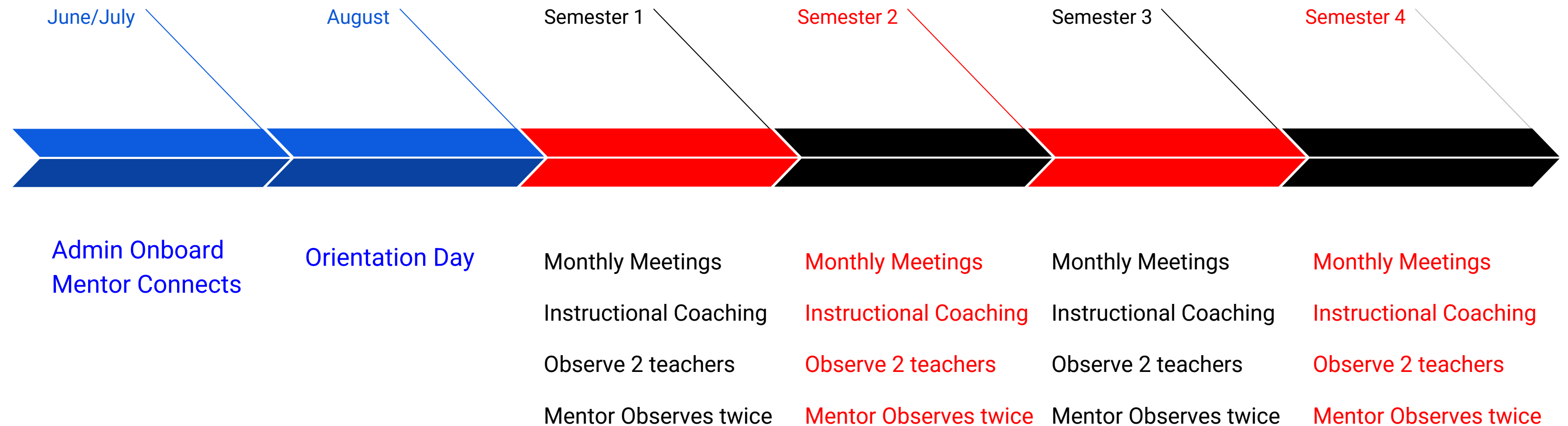
Employment to 5 Year License



Experienced Teachers (1 Year Process)

Timeline

Employment to 5 Year License



Inexperienced Teachers (2 Year Process)

Mentor Selection & Connection

Our focus:

- Intentional Pairing
- Positive People
- Teacher Leaders
- Instructional Coaching
- Connect in June via email and/or phone

Not our focus:

- Proximity
- Content Area
- Controlling People
- Negative People
- “I do”... people

New Staff Orientation



7:45 - 8:00	Breakfast and Networking
8:00 - 8:30	Welcome and Introductions (District Administration & New Staff)
8:30 - 8:45	Communications and Marketing (Dana and Allison)
8:45 - 9:00	Wellness Coordinator - Julie Moore
9:00 - 9:30	Technology Department and Tech Resources (Matt, Matt, Chris, and Lila)
9:30 - 11:00	CPR / AED / First Aid
11:00 - 11:45	Lunch and Break (Certified Staff meet with AEA Garden Cafe) (Classified with Administration)
11:45 - 12:15	Treasurer's Office Procedures (Maria, Brittany, Kaelin, Kim)
12:15 - 1:15	Campus Tour
1:15 - 2:45	A.L.I.C.E. Training
2:45 - 3:15	Need to Know Session and Q/A (School Calendar, OTES, Mentorship & The Basics)

Each Month, 1st and 2nd year certified teachers will meet with administration and their mentors (Teachers that have their 5 year professional license but are new to the building will only meet the first year).

Monthly Meetings

- Agendas - monthly hot topics relevant to the time of year
- Share Best Practices
- Discussion - Group and paired
- Time to meet with Mentor
- Mentee Compensation

<u>Time</u>	<u>Agenda Item</u>	<u>Facilitator</u>
3 min.	Welcome & Purpose of Meeting ● Quick overview of meeting goals ● Brief check-in: How are things going?	Michael Ward
10 min.	Starting Class ● Discussion between Mentors & Mentees ● Share best practices with group ● Potential Talking Points ○ Bell-Ringers ○ Class Objective ○ Interest Approaches ○ Attendance Procedures ○ Greeting Students	Mentors & Mentees
20 min.	Group Work or Individual Projects ● Group Discussion on the following topics ○ Grouping techniques ○ Pacing ○ Grades ■ Chunking vs. Final Grade ○ Presentations ○ Individual Projects ■ How to keep students on task	All
10 min.	Closing Class ● Discussion between Mentors & Mentees ● Share best practices with group ● Potential Talking Points ○ Recap Objective ○ Closing Procedures (Stay in seats, turn in work)	Mentors & Mentees
2 min.	Closing & Takeaways ● Thank you for your time!	Michael Ward

Mentor/Mentee Observations

- Ever Evolving - Refined over last 3 years
- Mentors Observe - their assigned mentees 4 times per yr (each Quarter)
- Mentees Observe - other teachers in the building 4 times (mix of both CT & academic)
- New CT Teachers - visit other Career Centers as needed to view best practices

Mentor / Mentee Observation & Substitute Schedule

Mentees	Plan	1st Obs	2nd Obs	3rd Obs	4th Obs	5th Obs	6th Obs
Justin Key	2nd	9/9 A	10/10 CT	11/6 A	12/10 CT	2/5 A	3/5 CT
Kelly Stevens	8th	9/10 A	10/10 CT	11/6 A	12/10 CT	2/5 A	3/5 CT
Julien Haggard	N/A	9/11 A	10/10 CT	11/6 A	12/10 CT	2/5 A	3/5 CT
Justin Roberts	N/A	9/13 A	10/10 CT	11/6 A	12/11 CT	2/5 A	3/5 CT
Mark Boyed	N/A	9/12 A	10/10 CT	11/6 A	12/10 CT	2/5 A	3/5 CT
Megan Craig	2nd	9/19 CT	11/13 A	2/6 CT			
Carlee Schroeder	1st	9/19 CT	11/20 A	2/6 A			
Kristina Hunter	1st	9/19 CT	11/13 CT				
Kayla Welch	8th	9/19 CT	11/13 CT				
Ricky Collar	N/A	9/23 A	11/7 CT	2/6 P			
Lindsey Sellman	8th	9/23 CT	11/7 A	2/6 P			

Mentors	Mentee	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Brian Clymer	Megan Craig	9/24	11/20	1/23	3/27
Natalie Stuttler	Kristina Hunter	9/24	11/20	1/23	3/27
Sherli Holbrook	Carlee Schroeder	Co-Teaching			
Hannah Dickey	Kayla Welch	9/24	11/20	1/23	3/27
Michele Gibbs	Justin Key	9/24	11/20	1/23	3/27
Marnie Lowden	Kelly Stevens Julien Haggard	9/18	11/19	1/22	3/26
Lucas Nagel	Justin Roberts	9/18	11/19	1/22	3/26
Stephanie Hemmelgarn	Lindsey Sellman	9/24	11/20	1/23	3/27
Mike Dicke	Mark Boyed Ricky Collar	9/18	11/19	1/22	3/26

Monthly Meeting Dates
August 27
September 24
October 29
November 19
December 17
January 28
February 25
March 25
April 29
May 13

Instructional Coaching &

Support

We went from nothing to guided and intentional supports. Here is what we did:

- **Year 0:** No additional supports outside of OTES
- **Year 1:** Hired Robin VanBuskirk to work with first year teachers and those within their first five years that need additional supports.
- **Year 2:** Hired Robin VanBuskirk to work with first and second year teachers as well as struggling teachers in their first 5 years.
- **Year 3:** Hired Becky Diglia to coach and support first and second year teachers.
- **Year 4:** Created in house Curriculum and Student Services Advisor

Curriculum and Student Services Advisor

Curriculum Responsibilities:

- EOC/WebXam Data Analysis with Staff
- Curriculum Alignment
- Instructional Coaching & Best Practices
- Facilitates Mentor/Mentee/Admin Workshops
- Professional Development
- District Leadership Team

Student Services Responsibilities:

- State Testing and Data Analysis
- Admissions
- PBIS Initiatives
- Online Learning - Edgenuity
- Industry Recognized Credentials

The Viewpoint of a Mentor

Benefits for Mentee:

- Provides Support
- Direction is Given by Administration and Mentor
- Expectations are Communicated
- Access to a Community outside of department
- Facilitates Relationships with Administration
- Observe veteran teachers with targeted strengths

Benefits for Mentor:

- Leadership Opportunity
- Refresh Your Energy and Why
- Observe New Techniques for Your Classroom
- Learn Updated Trends in Education
- Earn Extra Money

Benefits for Administration:

- Work with the New Staff as a Whole
- Strengthen School Culture
- Develop the Staff You Want
- Grow Tenure and Slow Turnover

Evolving Process

- **Start right at 2:30 pm - Hannah will lead the process**
- **Separate 1st year / 2nd year - last 30 min to focus conversations (less repetition)**
- **NOCTL Group Professional Developments will begin this September**
- **Feedback is vital and changes are necessary**

Questions?

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