



2019-2020 Induction Catalog

Induction Contacts:

Office of Professional Development:

Mike Lynch, Director, mlynch@westminsterpublicschools.org

Anna Muniz, Administrative Assistant (ERO & Induction Assistance, general questions)

amuniz@westminsterpublicschools.org

Culturally & Linguistically Diverse Education:

Chad Anderson, Director, canderson@westminsterpublicschools.org

Sue Lee, Coordinator, sulee@westminsterpublicschools.org

Jennifer McNally, TOSA, jmcnally@westminsterpublicschools.org

REQUIREMENTS:

All Licensed Staff new to Westminster Public Schools (WPS):

- Year one requirements described on Page 3 and 4 of this document, are **mandatory**.

All Licensed Staff who hold an Initial License with the Colorado Department of Education:

- Year two and three requirements are also **mandatory** and described on Page 5 of this document. The State of Colorado requires all teachers who hold an Initial License complete a State approved Induction Program.

Westminster Public Schools Teacher Induction Program supports a continuum of learning and development, and is part of an ongoing commitment to the professional growth of teachers.

District Program Focus and Outcomes

- Program is designed and implemented to specifically meet district and Colorado performance-based standards for teaching and content standards for learning.
- Program supports teacher's ability to nurture students' physical, cognitive, emotional, and social well-being.
- Program supports teaching and learning by all students.
- Program prepares teachers to establish cooperative and collaborative relationships with parents, the community, and school professionals.
- Program is purposely aligned with licensure requirements.
- Program prepares new teachers for their role as professionals.
- Program ensures that teachers understand their professional development and licensure requirements.

You need to register for each of these classes on the Electronic Registrar Online (ERO) network:

- Click on the following link:

<https://ero3.eschoolsolutions.com/user/Login.taf?orgId=80030>

ERO USER ID = Employee ID # (Example: 109123)

PIN = Unique # (to retrieve follow the *Forgot your Pin?* steps in ERO, a password will be sent to you via email or email amuniz@westminsterpublicschools.org for assistance.

YEAR-ONE INDUCTION

(All Licensed Staff New to WPS)

REQUIRED TWO YEAR Training:

Culturally and Linguistically Diverse Education Training-

Westminster Public Schools requires that **all licensed staff** new to the district complete 45 hours of Culturally and Linguistically Diverse (CLDE) training over the course of 2 years. The requirement will be fulfilled through a combination of face-to-face training sessions, active participation in the Language and Concept Development and Second Language Acquisition ICMEE eWorkshops and on-the-job coaching and co-planning. These training activities are designed to give teachers the necessary knowledge, skills, and strategies to meet the needs of the linguistically diverse learners in their classrooms.

Teachers who have a Culturally and Linguistically Diverse Education (CLDE) endorsement or have completed a Master's Degree in CLDE may request a waiver from Sue Lee, sulee@westminsterpublicschools.org Chadwick Anderson (canderson@westminsterpublicschools.org) in the CLDE Department. **To request a waiver**, please scan and email a copy of the following documentation:

- Copy of Professional License
- Copy of university/college transcripts

The classes for both year 1 and year 2 participants will take place in Westminster High School report to classroom A-209 on the following dates.

Attendance is mandatory for all sessions. Materials for the training will be provided.

- Session 1: Monday August 5, 2019 12:30-3:30 (year 1 only)
- Session 2: Thursday October 3, 2019 4:15-7:15 PM
- Session 3: Thursday December 5, 2019 4:15-7:15 PM
- Session 4: Friday March 5, 2020 4:15-7:15 PM

Details around these requirements will be provided at the first session on August 5, 2019. **WPS induction will not be complete until all CLDE requirements are met.**

If you have any questions, please contact WPS CLDE Administrators: Chadwick Anderson, Sue Lee or Jennifer McNally

Email: canderson@westminsterpublicschools.org,

sulee@westminsterpublicschools.org, jmcnally@westminsterpublicschools.org

Other **REQUIRED** YEAR ONE module details:

Math Training with Art Drotar

Required for all elementary teachers and secondary math teachers. *This training, including the follow-up visit, will count as three modules towards the completion of your induction program.*

**Electives, CLDE, Preschool and Title 1 teachers are exempt*

Elementary Teachers: These trainings will require you to get administrative approval for the day, and request a substitute teacher. Follow up visits from the instructor will also need to be scheduled, and will serve as a part of the training. Classes are capped at 25 slots, so please make your request early. Select **one** of the following dates.

- Wednesday August 28, 2019 (8:00am-4:00pm) @ Orchard Court
- Thursday September 5, 2019 (8:00am-4:00pm) @ Orchard Court
- Wednesday October 16, 2019 (8:00am-4:00pm) @ Orchard Court

Secondary Math Teachers: This training will require you to get administrative approval in advance from your principal, and request a substitute teacher. Individual follow up classroom visits from the instructor is also a component of this training.

- Tuesday September 17, 2019 (8:00am-4:00pm) @ Orchard Court

Instructor: Art Drotar

If you feel you have already met the requirements above – please contact Mike Lynch for a waiver: mlynch@westminsterpublicschools.org

YEARS-TWO & THREE INDUCTION

(For Colorado Initially Licensed Teachers Only)

General Education Modules

The second year of the district's induction program involves learning common instructional strategies that work best to improve student achievement.

These strategies are primarily taught through three-hour modules described later on in this catalog. Teachers are required to **attend five** modules from this catalog throughout the year for a **total of fifteen seat hours**. Modules are divided into two sessions (90 minutes each). **Attendance at both sessions is required to receive credit. Modules that you complete during Year One, with the exception of the CLDE courses count towards fulfilling this requirement.** ERO classes are continually updated throughout the year.

Licensed staff may start taking classes during their first year if they prefer.

Log on to the district's Electronic Registrar Online (ERO) network to view, select, and register for induction offerings.

- Click on the following link:

<https://ero3.eschoolsolutions.com/user/Login.taf?orgId=80030>

ERO USER ID = Employee ID # (Example: 109123)

PIN = Unique # (to retrieve follow the *Forgot your Pin?* steps in ERO, a password will be sent to you via email or email amuniz@westminsterpublicschools.org for assistance.

Important Information:

Special Services Educators

Special Services Educators are required to take a minimum of **two Special Services Induction Modules**, and the remainder of the required classes can be fulfilled from the General Education induction category. These may come from outside of the in-district induction modules, but must be pre-approved by Steve Sandoval, Director of Special Services ssandoval@westminsterpublicschools.org

School Counselors

School counselors are required to take five classes. Three may come from outside of the In-District induction modules but must be **preapproved** by Sandy Steiner, Director,

Post-Secondary and Workforce Readiness, ssteiner@westminsterpublicschools.org.
Two classes must be from the In-District General Education category.

Early Childhood Teachers

Early Childhood Teachers are required to take five classes. Three may come from outside of the In-District induction modules but must be **preapproved** by Mat Aubuchon, Director of Elementary Education maubuchon@westminsterpublicschools.org. Two must be from the In-District General Education induction modules.



In order to obtain your professional licensure with the State of Colorado, you must have documentation that you have completed our approved Induction Program.

Each year of the Induction Program offers mandatory and optional courses available to you to complete the requirements of the Induction Program. *Note, Induction is a two-year process. In some cases, teachers can use three years to complete.

You are responsible to:

- Keep yourself on track for completion of this program and attend all mandatory sessions. Please use the checklist to help you towards completion of our Induction program.**
- Ensure that you have registered for the course you plan to attend in ERO, and that you sign the attendance sheet in all face-to-face sessions.**
- When you have completed all requirements for the Induction program, email Anna Muniz at amuniz@westminsterpublicschools.org. She will verify completion records, and email you a completion certificate, which is the documentation you will need when you are ready to apply for your professional license.**

YEAR ONE

<u>The course is...</u>	<u>Induction Course</u>	<u>Who Attends</u>	<u>General Info.</u>	<u>Units/Hours</u>	<u>Checklist</u>
Mandatory	Year 1: CLDE NTI + ICMEE Language and Concept Development	All New Teachers District wide	4 On-ground/face to face Mandatory Trainings August 5, 2019 12:30-3:30 October 3, 2019 4:15-7:15 PM December 5, 2019 4:15-7:15 PM March 5, 2020 4:15-7:15 PM Location: WHS	12 Face-to-Face Hours + 18 eWorkshop hours	Face-to-Face
					ICMEE eWorkshop
Mandatory	Math	All Elementary Teachers + Secondary Math Teachers	On-ground/face to face Mandatory Training Elem - August 28, 2019 8am to 4pm Elem - Sept. 5, 2019 8am to 4pm Elem - October 16, 2019 8am to 4pm Secondary Sept. 17, 2019 8am to 4pm Location: Orchard Court		
Optional	CBS Toolkit Playlist	Available to all teachers District wide	Online: Empower Playlist		
Optional	Induction Classes in the Catalog (available from the Online Apps, under Induction)	Your choice: See Induction Catalog for Course offerings	Refer to the Induction catalog courses for a complete list of information		
Optional	In-House Professional Development	Induction credit is available to all teachers for any in-house professional development deemed appropriate by building principals	Requires building principal and Director approval See Induction Course Proposal		

YEAR TWO

<u>The course is...</u>	<u>Induction Course</u>	<u>Who Attends</u>	<u>General Info.</u>	<u>Units</u>	<u>Checklist</u>
Mandatory	Year 2: CLDE NTI + ICMEE Second Language Acquisition Module	All New Teachers District wide NOTE: This course is mandatory hours for all year 2 teachers (It is a continuation of year one).	3 On-ground/face to face Mandatory Trainings: Dates TBD	9 Face-to-Face hours + 18 eWorkshop hours	Face-to-Face
					ICMEE eWorkshop
Optional	Math	All Elementary Teachers + Secondary Math Teachers	On-site Mandatory Training		
Optional	CBS Toolkit Playlist	Available to all teachers District wide	Online: Empower Playlist		
Optional	Induction Classes in the Catalog (available from the Online Apps, under Induction)	Your choice	Your choice		
Optional	In-House Professional Development	Induction credit is available to all teachers for any in-house professional development deemed appropriate by building principals	Requires building principal and PD Director approval See Induction Course Proposal		

2019 – 2020 Induction Module Offerings

Dates are subject to change - Please refer to ERO for the most up-to-date information Participants must complete all requirements from both 90 minute sessions to receive credit for one module.

To register:

- Click on the following link:

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CBS Toolkit Training: Empower Playlist

This is an **online** induction class, that can be completed through an Empower playlist. The assignments are designed to help new teachers explore, understand, and implement the components of creating a learner-centered classroom in our CBS system. Teachers will be creating their own reference guides to use as they explore each of the components of our CBS Toolkit. This Empower playlist also provides the opportunity to learn the “student side” of Empower. It will strengthen your understanding of the steps your students need to take to submit assignments in the Empower playlists you create for them.

Instructor: Kara Myers and Shawn Woodruff

Credit: 2 Units

Special Services Module:

Verbal De-Escalation Techniques and Strategies

Participants will gain an understanding of the importance of verbal and non-verbal communication and how to recognize internal and external factors that may contribute to behavior escalation. They will also learn effective strategies to verbally de-escalate students who are agitated, displaying risk behavior or are in a state of crisis.

Instructor: Christine Cde Baca, Ed.S., School Psychologist and Heidi Weekley, M.S.,
Special Education Coordinator

Dates: Wednesday October 16 and Thursday October 17, 2019

Times: 4:30-6:00 p.m.

Location: Westminster High School, 6933 Raleigh Street – Room A-209

General Education Module:

Classroom Management Boot Camp: Pilot Program

This crash course in Classroom Management is open to induction teachers in years 1, 2, or 3. Blended in nature, we will be meeting in-person in October with independent online study in Empower ongoing until program completion. This pilot program will be a trial run of the course - helping to build a meaningful, user-friendly course that helps address the basics of student management, classroom culture, and behavioral interventions. The course promotes learning by doing, where the real learning coincides with classroom instruction.

Instructor: Dr. Justin Adcock, AP Skyline Vista Elementary
Dates: November 4, 2019 (second session requirements online)
Time: TBD
Location: Skyline Vista Elementary, 7395 Zuni Street - Room TBD

Special Services Module:

Developing an Understanding of Behavior and Key Strategies to Effectively Manage Challenging Behaviors

Developing a deeper understanding the root cause of maladaptive behaviors that students display is the first step in being able to effectively address behaviors and intervene appropriately. Participants will learn how to access why a student is displaying challenging behavior and key strategies and interventions to effectively manage challenging behaviors when they occur within the classroom.

Instructor: Lesley Rodell, MSW, LCSW, Instructional Services Center Coordinator
Dates: Wednesday, January 22 and Thursday, January 23, 2020
Times: 4:30-6:00 p.m.
Location: Westminster High School, 6933 Raleigh Street – Room A-209

General Education Module:

6-Step Vocabulary Methodology: Extending Beyond the First Step

Direct teaching of vocabulary might be one of the most under-used instructional activities in K-12 education. You will learn how to teach vocabulary without ever mentioning a definition. The process is highly student-centered.

Instructor: TBD
Dates: TBD
Time: TBD
Location: TBD

General Education Module:

Gradual Release of Responsibility in a Learner Centered Classroom

In a system, where time is the variable and learning is the constant, instruction needs to be more focused and intentional to move students toward independence and mastery. This course will introduce an instructional framework that allows students to learn with a variety of

instructional supports: teacher modeling, guided practice, collaborative practice, and independent practice.

Instructors: Shawn Woodruff, Instructional Coach and Barbara Hubbs, AP at Flynn a Marzano Academy

Dates: Tuesday February 18, 2020 (Second session online)

Time: 4:30pm-6:30 pm

Location: Flynn a Marzano Academy, Library

Special Services Module:

Supporting Students with Autism in the General Education Classroom

Students with autism come with a wealth of strengths and challenges. This class will provide strategies that teachers can implement to improve their student's learning outcomes, support their emotional regulation needs and to improve their social engagement and interactions.

Instructor: Heidi Blair, Ed.S., Special Education Coordinator

Dates: Wednesday, February 11 and Thursday, February 12, 2019

Times: 4:30-6:00 p.m.

Location: Westminster High School, 6933 Raleigh Street – Room A-209

General Education Module:

Addressing the Academic & Affective Needs of High-Ability Learners

Gifted Learners are unique individuals that appreciate personalized learning pathways that simultaneously address their academic and affective needs. This class will review the characteristics of high-ability learners, explore various ways to differentiate, compact and extend instruction. Participants will also engage in topics and strategies to support the social- emotional needs of these learners.

Instructor: Jen Rizzo, M.A., PEDAL Coordinator

Dates: November 12, 2019 (The 2nd Session is Digital)

Time: 4:30-6:00 p.m.

Location: Westminster High Schools, 6933 Raleigh St. Room A-209

General Education Module:

Depth and Complexity-Thinking Tools to Increase Rigor

Participants will learn to add more rigor into their classroom instruction by utilizing the Depth and Complexity Tools. The Depth and Complexity Tools are visual prompts designed to help students understand concepts at higher levels of depth of knowledge. These tools allow students to think critically and dig deeper into concepts. The prompts can be differentiated for all learners without adding hours of planning time. The depth and complexity tools can be used in cooperative groups, whole class or for individual student extensions.

Instructor: Jen Rizzo, M.A., PEDAL Coordinator

Dates: January 28, 2020 (The 2nd Session is Digital)

Time: 4:30-6:00 p.m.

Location: Westminster High Schools, 6933 Raleigh St. Room A-209



Professional Development

Induction Course Proposal

Requestor-

Name(s):
Title:
Work Location:

Purpose: Our buildings in Westminster Public Schools offer a plethora of Professional Development Opportunities. If something that is happening in your buildings matches a course description in the Induction Catalogue, or is a focus of your schools' Unified Improvement Plan or innovation, please feel free to submit your request for module credit to your principal, get a signature and pre-approval, and then submit to the Office of Professional Development.

If approved, these module hours will be counted toward your induction requirements.

Action: Complete form and required signatures and submit to Anna Muniz amuniz@westminsterpublicschools.org

Title of Course:
Date & Times (Total Contact Hours):
Location of course:
Instructor Name:

Course Description:

Principal/Supervisor Signature:	Date:
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PD Office Use: Approved Denied Approver Initials _____ Unit Hours _____