



ONBOARDING NEW TEACHERS: PREPARING FOR SUCCESS

OBJECTIVES AND GOALS



Understand onboarding as an integral part of teacher effectiveness and teacher retention



Become familiar with effective cultivation strategies and ensure your new hires have the information they need to begin teaching



Identify what quality onboarding looks like



Develop an onboarding plan for new hires

AGENDA

Introduction to onboarding

Cultivating teachers before school starts

School-site orientation

Supporting teachers during the first months of school

What is ONBOARDING?

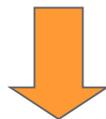
Cultivation

from the job offer



Orientation

during the first days on site



Management

the first months of school

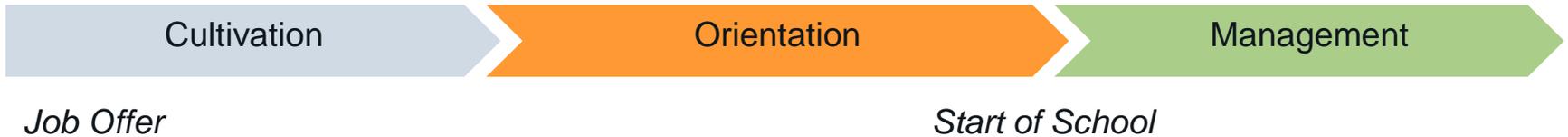
Excellent onboarding programs:

- Have clear goals
- Have clear leadership and are grounded in the school culture
- Are differentiated
- Provide quality, ongoing training on effective strategies
- Encourage reflective practice

Possible impact:

- Higher student achievement
- Increased teacher effectiveness; stronger classroom management
- Higher job satisfaction; lower levels of stress
- Retention of highly effective teachers
- A more positive learning environment

Onboarding Timeline



Cultivation	Orientation	Management
Keep the candidate engaged and build excitement	Address teachers' needs in order of priority	Deliver specific and actionable feedback
Start to set expectations	Review specific performance expectations and teacher evaluation rubrics	Give timely feedback consistently reinforcing the language of the evaluation rubric
Build investment in school culture and philosophy	Set specific academic goals based on end-of-year assessments	Track student progress against academic goals using interim assessments
Connect them with a mentor	Set specific professional development goals	Set specific milestones to review and re-set PD goals

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Onboarding begins with CULTIVATION



High-quality, meaningful, targeted contact ensures school expectations are understood early

Purpose

- Provides the opportunity to start building excitement and energy around your school culture
- Allows new teachers to start the year feeling informed and supported
- Encourages staff members to arrive informed and prepared for the first few weeks of school

When?

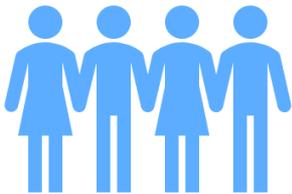
- Begins when you interview a teacher
- Ends when teacher starts at your school



Onboarding begins with CULTIVATION

Why?

- It ensures candidates continue to understand your commitment to them from the time of hire to when the school year starts
- It allows you to predict and plan for any potential vacancies and last minute withdrawals
- It allows the opportunity to set clear expectations for teachers in your building



What are some effective cultivation strategies that you have seen implemented?

Planning Cultivation and Outreach

When	<p>Within two weeks after offer is made, and then at least once a month</p> <p>Two weeks prior to the start of school to answer any questions about the orientation or the first day of school</p>
Who	<p>The first call or email should always come from the principal</p> <p>Follow-up outreach can come from other admin, mentors, or “buddies”</p>
Strategies	<p>Remember to gather up-to-date contact information when an offer is made</p> <p>Give dates for school activities and orientations as early as possible</p>

What to Provide

Teachers want to have information about their school and school processes before school starts

Logistics

- Schedule of the week prior to and the first week of school, including typical day structure and any special training sessions; when they can come in to set up their classrooms
- Where to park, pick up mail, location of bathrooms and lunchroom
- Important staff members – who do they go to for what

Instructional Support

- List of professional development opportunities – summer workshops, which ones they have to go to the first week of school, schedule for the year
- Visit and set up classroom – schedule a time as early as possible
- What mechanisms exist for providing instructional feedback?
- List of assigned students with parent and contact information, as well as IEP's if any

Expectations

- How will teachers be evaluated?
- What are the school's student achievement goals?
- What are the other school-wide goals?

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Planning for School-site Orientation

School-site orientation day's primary objectives:

-  Orient teachers to the school structure, physical space, and culture
-  Share the instructional expectations for the school and staff
-  Share administrative expectations for the school and staff
-  Establish academic and professional development goals with each teacher and team

Prioritize orientation information



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TIPS

During the first week, teachers need you to be visible and supportive

- Pop in once students arrive to check on how things are going
- Share sincere encouragement about their teaching at least twice
- Identify mentors and what the support looks like
- Give new teachers a welcome gift

Help teachers

- Learn school routines and procedures
- Develop classroom management skills and deal with behavioral problems
- Understand how to diagnose/assess student performance
- Teach with limited resources

TIPS

During the second month, most new teachers say they need feedback on their instructional practices

- Schedule formal/informal observations; give immediate feedback (positive and constructive) so teachers can self-correct. Ask specific questions about gains they see in their students, so that their focus remains on student outcomes.
- Set up opportunities for peer observations or model lessons at staff meetings.
- Help teachers learn to identifying big and small issues and prioritize which to correct.
- Encourage self-reflection; build this into planning time or staff meetings.

NEXT STEPS



Create a contact and outreach plan for all new hires.
Add upcoming events to their calendar



Begin planning activities for school-site orientation



Gather resources for new teachers to include in
emails and orientation information



Complete a comprehensive onboarding work plan
with clear objectives and aligned activities



Create a comprehensive performance management
plan with clear teacher performance benchmarks