



INDUCTION & ONBOARDING GUIDE FOR TEACHERS NEW TO HCPS

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An Overview of Hillsborough County Public Schools' Induction

The Professional Development Office welcomes all newly hired instructional personnel to Hillsborough County Public Schools. HCPS requires all instructional personnel new to the District to successfully complete an Induction or Onboarding program anchored in the Florida Educator Accomplished Practices (FEAPs). This includes classroom teachers (general education and ESE), resource teachers, instructional coaches, HVK12 teachers and Student Services personnel. To obtain a Florida Professional Educator Certificate, the FLDOE requires completion of an approved Induction Program (a professional education competency program) for teachers on a temporary certificate.

Teachers who are hired with *less than one year of previous teaching experience as the teacher of record*, on either a temporary or professional teaching certificate, will be enrolled in the **Teacher Induction Program (TIP)**. TIP is a state-mandated requirement for obtaining a professional certificate and for being inducted into the teaching profession. TIP requires a combination of introductory coursework and activities, all of which are outlined on the TIP Action Plan. In addition, teachers enrolled in TIP will be assigned a New Teacher Mentor, which will provide support and opportunities for learning.

Teachers who are hired with a *professional certificate and at least one year of previous teaching experience as the teacher of record* will be enrolled in the **Teacher Onboarding Program (TOP)**. TOP is a district condition of employment and allows experienced teachers to be introduced to HCPS' way of work. Onboarding requires a combination of content-specific coursework and teaching activities, all of which are outlined on the TOP Action Plan.

Teachers enrolled in TIP or TOP, will be contacted by the Professional Learning office regarding program requirements and their Canvas electronic portfolio. Both TIP & TOP require the signature of the School Principal for successful completion.

The following District positions have specific Induction Action Plans and portfolios: HVK12 Teachers, School Psychologists, School Social Workers, Speech Language Hearing Pathologists, School Counselors, and Media Specialists. Induction programs for these areas are coordinated through each individual department.

Quick Facts about the Teacher Induction Program (TIP)

- The Teacher Induction Program (TIP) is a mandatory induction program that includes specific professional development activities designed to demonstrate the Florida Educator’s Accomplished Practices. TIP requires a combination of introductory coursework and activities to induct teachers into the profession.
 - All teachers new to Hillsborough County Public Schools with less than one year of previous teaching experience, regardless of certification, will be enrolled in the Teacher Induction Program (TIP). *
 - **Experience defined as the classroom teacher of record, and does not include work as an intern, substitute, or part-time teacher.**
- All teachers new to Hillsborough County Public Schools with a temporary teaching certificate will be enrolled in the Teacher Induction Program (TIP) **unless** he/she joins the district Alternative Certification Program (ACP). Please contact Scott Richman, Supervisor, Alternative Certification Program, for additional information about that program.
- Teachers must complete the Teacher Induction Program (TIP) by May 30th of their second academic year in the District or prior to the expiration of their temporary certificate, whichever comes first. Teachers who have not successfully completed Teacher Induction within that time frame will be referred to Human Resources.
- TIP Teachers should expect to receive ongoing support from both the District and their school site throughout the year. This support should include, but is not limited to, professional learning opportunities, access to resources, mentoring, document reviews, progress meetings, and opportunities for feedback and development. If this is your first-year teaching as a “teacher of record” you will be assigned a New Teacher Mentor.
- Every teacher participating in TIP (without a Mentor) will have the opportunity to join a Help Session. TIP Networks will be facilitated by experienced highly effective teachers who will schedule virtual meetings and provide opportunities for mentoring, support, and collaborative discussions related to the Florida Educator Accomplished Practices.
- Teachers enrolled in the Teacher Induction Program will access all required documentation through an electronic portfolio via Canvas. All documents should be downloaded, completed, and submitted to a TIP folder that will be prepared by Professional Learning and delivered to their school site.
- In order to complete the Teacher Induction Program, teachers must successfully complete all requirements on the Induction Action Plan and demonstrate mastery of the Florida Educator’s Accomplished Practices. The Teacher Induction Action Plan must include initials alongside each requirement, as well as the signature of the teacher and principal before it is submitted to the TIP or TOP folder. Principals or Site-based Contacts will review TIP or TOP folders with the Office of Professional Learning to confirm completion.

Please note that the following District positions have Induction Action Plans and portfolios specific to each area: HVK12 Teachers, School Psychologists, School Social Workers, Speech Language Pathologists, School Counselors, and Media Specialists.

Quick Facts about the Teacher Onboarding Program (TOP)



- The Teacher Onboarding Program (TOP) is a mandatory program that includes content specific training and professional development activities designed to demonstrate the Florida Educator’s Accomplished Practices. This program is a district condition of employment and allows teachers to be introduced to our district’s way of work.
- All professionally certified teachers returning to Hillsborough County Public Schools after a year or more break in service, will be enrolled in the Teacher Onboarding Program (TOP). TOP is a district-mandated condition of employment.
- All teachers new to Hillsborough County Public Schools with a professional teaching certificate and at least one year of previous teaching experience will be enrolled in the Teacher Onboarding Program (TOP). TOP is a district-mandated condition of employment.
- The Teacher Onboarding Program should be completed within a teacher’s first year of employment, but no later than May 30th of their second academic year in the District. Teachers who have not successfully completed Teacher Onboarding within that time frame will be referred to Human Resources.
- TOP Teachers should expect to receive ongoing support from both the District and their school site throughout the year. This support should include, but is not limited to, professional learning opportunities, access to resources, mentoring, document reviews, progress meetings, and opportunities for feedback and development.
- Teachers enrolled in the Teacher Onboarding Program will access all required documentation through an electronic portfolio via Canvas. All documents should be downloaded, completed, and submitted to a TOP folder that will be prepared by Professional Learning and delivered to their school site.
- To successfully complete Teacher Onboarding, teachers must complete their Onboarding Action Plan and demonstrate mastery of the Florida Educator’s Accomplished Practices. The Onboarding Action Plan must include initials alongside each, as well as the signature of the Teacher and their Principal before it is submitted to the TIP or TOP folder. Principals or Site-based Contacts will review TIP or TOP folders with the Office of Professional Learning to confirm completion.

Program Support Contacts

Position	Program	Department Responsible
Classroom Teacher (Gen Ed & ESE), Resource teacher, or Coach on a professional certificate AND with at least one year of previous teaching experience*	Teacher Onboarding Program (TOP)	Teacher Training, Professional Learning (Cheryl Edwards)
Classroom Teacher (Gen Ed & ESE), Resource teacher, or Coach on a Professional Certificate AND with less than one year of previous teaching experience*	Teacher Induction Program (TIP)	Teacher Training, Professional Learning (Cheryl Edwards)
Classroom Teacher (Gen Ed & ESE), Resource teacher, or Coach on a Temporary Certificate	Teacher Induction Program (TIP)	Teacher Training, Professional Learning (Cheryl Edwards)
Classroom Teachers on a Temporary Certificate choosing the Alternative Certification Program	Alternative Certification Program (ACP)	Alternative Certification Program, Professional Development (Scott Richman & Keri Siudut)
School Counselors	Induction for School Counselors	School Counseling Services (Shanshera Quinn & Angelique Xenick)
Social Workers	Induction for Social Workers	School Social Work Services (Myrna Hogue & Angela Weck)
Psychologists	Induction for Psychologists	Psychological Services (Anne Townsend & Kimberly Kotula)
Speech/Language Pathologists	Induction for Speech Pathologists	Speech Language Services (Shannon Meadows)
Media Specialists	Induction for Media Specialists	Library / Media Services (John Milburn & Kimberly Defusco)
HVK12 Teachers	Induction for HVK12 Teachers	HVK12 (Matthew Hoff, Ray Dudley, & Lisa Brengel)
ESE Services	Induction for OT/PT/DHH/VI	Exceptional Student Education (Sarah Murphy-Ellis & Michelle Henry)

