



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. In order 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 offered the opportunity to join a TIP Network, a small cohort of teachers who will meet throughout the year. TIP Networks will be facilitated by Network Leaders, who will provide general mentoring, support, and opportunities for professional 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 Development office regarding program requirements, TIP Networks, and their Canvas electronic portfolio. Both TIP & TOP require the signature of the School Principal for successful completion.

HVK12 Teachers and Student Services personnel new to HCPS will also participate in Induction for their area of expertise. The following District positions have specific Induction Action Plans and portfolios: HVK12 Teachers, School Psychologists, School Social Workers, Speech Language 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).
- 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. Additionally, the Professional Development office will coordinate opportunities for teachers to join small support groups called TIP Networks, led by experienced HCPS teachers who will facilitate virtual bimonthly discussions and offer ongoing mentorship and support.
- Every teacher participating in TIP will have the opportunity to join a TIP Network. 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 document completion of their requirements via an electronic portfolio through Canvas. Teachers will be automatically enrolled for their Canvas TIP Induction “course” by the Professional Development office and should collect and submit their documentation in that portfolio throughout the year.
- 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 the date of completion for each requirement and the signature of the teacher and principal before it is submitted to the electronic portfolio.

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 document completion of their requirements via an electronic portfolio through Canvas. Teachers will be automatically enrolled for their Canvas TOP Induction “course” by the Professional Development office and should collect and submit their documentation in that portfolio throughout the year.
- In order 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 the date of completion for each requirement and the signature of the Teacher and their Principal before it is submitted to the electronic portfolio.

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 Development (Barbara Miraglia)
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 Development (Barbara Miraglia)
Classroom Teacher (Gen Ed & ESE), Resource teacher, or Coach on a Temporary Certificate	Teacher Induction Program (TIP)	Teacher Training, Professional Development (Barbara Miraglia)
Classroom Teachers on a Temporary Certificate choosing the Alternative Certification Program	Alternative Certification Program (ACP)	Alternative Certification Program, Professional Development (Scott Richman)
School Counselors	Induction for School Counselors	School Counseling Services (Tracy DiMartino & Shanshera Quinn)
Social Workers	Induction for Social Workers	School Social Work Services (Alma Patricia Aguirre)
Psychologists	Induction for Psychologists	Psychological Services (Andrew Hartranft)
Speech/Language Pathologists	Induction for Speech Pathologists	Speech Language Services (Mary Anderson & Shannon Meadows)
Media Specialists	Induction for Media Specialists	Library / Media Services (John Milburn & Kim Defusco)
HVK12 Teachers	Induction for HVK12 Teachers	HVK12 (Matthew Hoff)

* Experience defined as the classroom teacher of record, and does not include work as an intern, substitute, or part-time teacher.

Frequently Asked Questions (FAQs)

The following are responses to frequently asked questions regarding Teacher Induction and Teacher Onboarding. For additional questions or concerns, please contact the Office of Professional Development.

What is the difference between Induction and Onboarding? The Teacher Induction Program (TIP) is a state-mandated requirement for obtaining a professional certificate and allows teachers to be inducted into the teaching profession. Teachers with a temporary certificate and teachers who are entering HCPS with their professional certificate and less than one year of previous teaching experience will be enrolled in TIP. The Teacher Onboarding Program (TOP) is a district condition of employment and allows teachers to be onboarded to our district and demonstrate mastery of the Florida Educator Accomplished Practices. Teachers with a professional certificate and at least one year of previous teaching experience will be enrolled in TOP. (See *TIP/TOP Enrollment Flowchart* for more details.)

What is the HCPS Alternative Certification Program (ACP) and how does a teacher enroll? The Alternative Certification Program (ACP) offers non-education majors holding at least a bachelor's degree and meeting the state requirements for which a professional teaching certificate may be issued, the opportunity to be trained as educators. After ACP completion, the participant may seek a professional teaching certificate in the state of Florida. Teachers eligible and interested in applying should contact Scott Richman in Professional Development for more information.

If a teacher is enrolled in an alternative certification program either through HCPS or through a university (EPI), do they participate in TIP or TOP? Teachers enrolled in ACP will not need to complete the Teacher Induction Program (TIP) or the Teacher Onboarding Program (TOP). However, teachers enrolled in an alternative certification program through a university (EPI) will be enrolled in the Teacher Induction Program (TIP).

Will a teacher be enrolled in either TIP or TOP if they are hired after the beginning of the school year? All teachers hired before the 100th day count will be enrolled in either TIP or TOP upon entry. Those hired after the 100th day will be enrolled in a program at the beginning of the next school year.

How does a teacher know if they have a temporary or professional certificate? Teachers will receive either a Florida Professional Educator Certificate OR a Statement of Status of Eligibility from the Florida DOE outlining certification requirements. Please contact the District's Certification Office with any further questions.

What constitutes previous teaching experience? Previous teaching experience will be defined as the amount of time that someone has served as the full-time classroom teacher of record for students. This does not include time spent as an intern, substitute, or part-time teacher.

What documents must be included for completion of an induction/onboarding program? Specific requirements and evidence of completion are specific to each program and are outlined on each respective Action Plan. A copy of the Action Plan for each program can be found in the teacher's electronic Induction or Onboarding portfolio.

What is the deadline for completing either program? Both the Teacher Induction Program (TIP) and Teacher Onboarding Program (TOP) are designed so they can easily be completed within one year. Teachers who require more time to demonstrate program mastery will have until May 30th of their second academic year of employment in the district to complete TIP or TOP. **TIP must be completed before a teacher's temporary certificate expires, regardless of time employed by the district.**

How will TIP & TOP program requirements be documented? Teachers are responsible for maintaining an electronic portfolio via Canvas for required documents and artifacts. At the end of their program, teachers must obtain the signature of their School Principal to acknowledge their successful completion of the program.

Will anyone be looking at a teacher's electronic portfolio? Yes. Principals, as well as any designated site-based contact(s), will be granted access to the electronic portfolios for all teachers enrolled in TIP or TOP at their school. In addition, the Office of Professional Development will have access to the portfolios of all teachers in the District. This will allow these parties to review portfolios periodically to ensure that program requirements are being fulfilled and access documents to support progress meetings throughout the year.

Will teachers receive a list of their program requirements? Yes. Requirements and evidence of completion are specific to each program and are outlined on each respective Action Plan. A copy of the Action Plan for each program can be found in the teacher's electronic Induction or Onboarding portfolio.

How will teachers enroll in their electronic portfolio and upload documents? The Professional Development office will automatically enroll teachers in their Canvas electronic portfolio. In this portfolio, teachers will access and upload all required documents, including their completed Action Plan with original signatures. Action Plans will be reviewed for quality and illegible documents will not be accepted.

What kind of support should teachers expect to receive as they work through their program? 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. Additionally, the Professional Development office will coordinate opportunities for TIP teachers to join small support groups called Networks, led by experienced HCPS teachers who will facilitate virtual bimonthly discussions and offer ongoing mentorship and support.

Are TIP/TOP teachers required to complete any courses? Yes. Required TIP courses include three New Teacher Academy Pedagogy courses and New Teacher Content Area training. TOP teachers are required to complete New Teacher Content Area Training. Courses will be offered during the summer and throughout the school year and teachers can self-register for courses through the HCPS Professional Development System (PDS) or self-enroll for courses via Canvas.

Which content area course(s) are teachers required to attend? Teachers must attend any and all content area course(s) that correspond to their current teaching assignment. For example, an elementary teacher teaching Mathematics and Science will be required to take content training in both of those subjects. Content area training is offered each summer and throughout the school year.

Which content area course(s) are ESE teachers required to attend? ESE teachers must attend course(s) that corresponds to their teaching assignment. ESE teachers who teach students on Access Points or work in Behavior Support are required to take all courses identified by the ESE Department. ESE teachers who teach and/or support standard curriculum will be required to take the content course(s) required of that content department *in addition to* those course(s) required by the ESE Department. A list of required ESE courses can be found in teachers' electronic portfolio.

What if a teacher has questions about content requirements specific to their teaching assignment? Teachers should contact the specific Content Department with any questions about the content training that they are required to complete for their TIP or TOP program. Specific contacts can be found on the *Content Training Titles and Contacts List*. ESE teachers should contact the ESE contact person specific to their level, curriculum, or role. Specific contacts can be found in teachers' electronic portfolio.

What is required of newly hired HVK12 Teachers, Library Media Specialists or employees in Student Services? Newly hired HVK12 Teachers, School Psychologists, School Social Workers, Speech Language Pathologists, School Counselors, and Media Specialists will participate in Induction for their program area. Please contact specific Departments for more information.

If teachers have previous teaching experience, do they still have to complete an induction program? HCPS requires all personnel new to the District, regardless of experience, to successfully complete an Induction or Onboarding program as a condition of employment. Teachers with a professional certificate and at least one year of previous teaching experience will be onboarded to our district via their enrollment in the Teacher Onboarding Program (TOP). Previous teaching experience is defined as the amount of time that someone has been the full-time classroom teacher of record for students. This will not include time spent as an intern, substitute teacher, or part-time teacher. Teachers with a temporary teaching certificate must complete the Teacher Induction Program, regardless of experience.

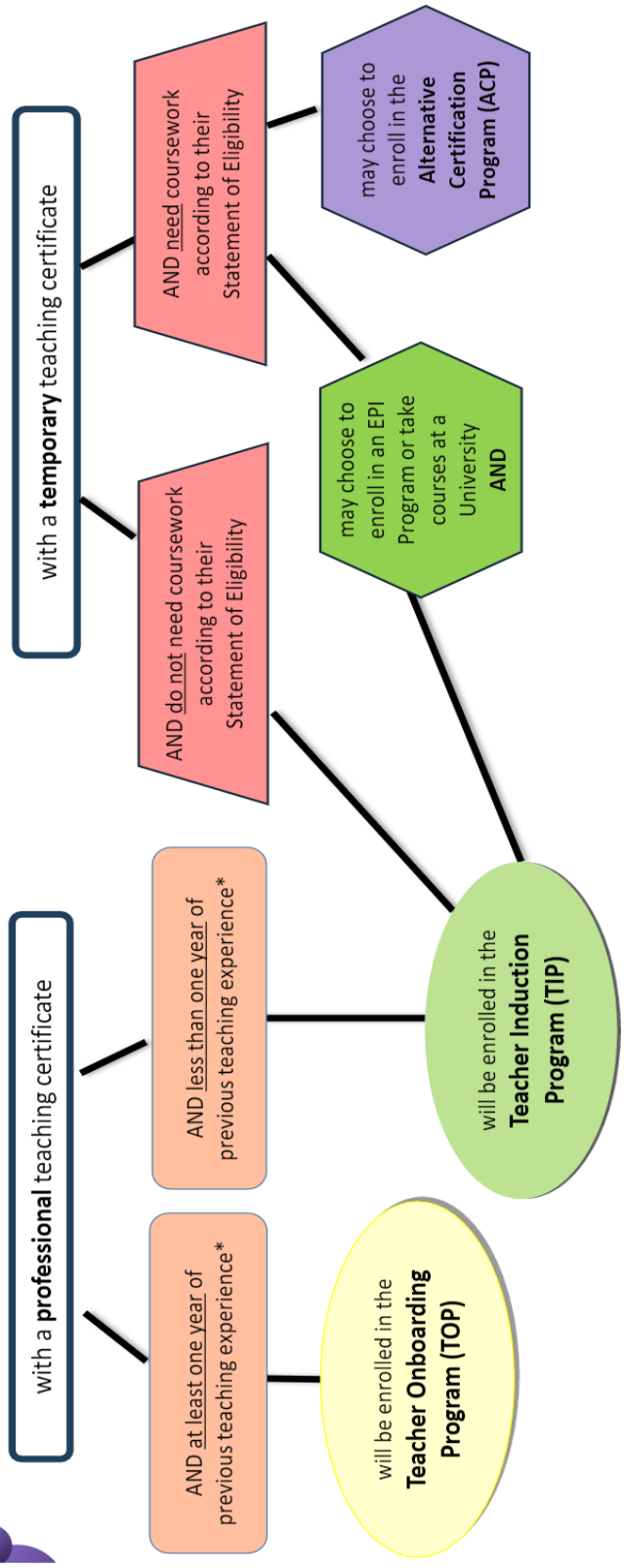
Why are there so many requirements for new hires? The District's Induction and Onboarding programs support educators new to teaching and/or new to HCPS and are anchored in the Florida Educator Accomplished Practices (FEAPs). The requirements in both programs are job-embedded and designed to enhance the effectiveness of each employee.

Can teachers take a test to satisfy their Induction/Onboarding program requirements? No. There are no tests that meet this requirement. All instructional personnel are required to complete their programs. **Is there a route for teachers to complete their TIP/TOP program requirements early?** Both the Teacher Induction Program (TIP) and Teacher Onboarding Program (TOP) are designed to be completed within one year. TIP and TOP are self-paced to allow teachers flexibility in completing activities and demonstrating each Florida Educator's Accomplished Practice. Principals will determine successful program completion in May of each academic year.



TIP/ TOP Enrollment Flowchart

Newly hired OR rehired teachers to HCPS...



* as the full-time classroom teacher of record; will not include time spent as an intern, substitute, or part-time teacher.