

Upper Darby SD

Induction Plan (Chapter 49) | 2024 - 2027

Profile

LEA Type		AUN
School District		125239452
Address 1		
8201 Lansdowne Ave		
Address 2		
City	State	Zip Code
Upper Darby	PA	19082
Chief School Administrator		
Dr Daniel P McGarry		
Chief School Administrator Email		
dmcgarry@upperdarbysd.org		
Educator Induction Plan Coordinator Name		
Dr. Christine C. Kelley		
Educator Induction Plan Coordinator Name Email		
ckelley@upperdarbysd.org		
Educator Induction Plan Coordinator Phone Number		Extension
610-789-7200		3209

Steering Committee

Steering Committee

Name	Title	Committee Role	Chosen/Appointed By
Dr. Daniel McGarry	Superintendent	Administrator	Administration Personnel
Edward Marshaleck	Assistant Superintendent	Administrator	Administration Personnel
Dr. Christine Kelley	Director of Curriculum	Administrator	Administration Personnel
Dr. Greg Manfre	Director of Elementary Education	Administrator	Administration Personnel
Kelley Simone	Director of Secondary Education	Administrator	Administration Personnel
Dr. Brian Ursone	Director of Student Services	Administrator	Administration Personnel
Daniel Hyland	Curriculum Supervisor: Elementary Technology	Administrator	Administration Personnel
Kathleen Flanagan	Asst. Principal	Administrator	Administration Personnel
Kristin O'Neill	Curriculum Supervisor: Elementary Reading, ELA, Social Studies	Administrator	Administration Personnel
Joanna DeMarco	Curriculum Supervisor: EL and MTSS	Administrator	Administration Personnel
Stephanie Sitek	Asst. Principal	Administrator	Administration Personnel
Rebecca Schaefer	Special Education Teacher	Teacher	Teacher
Kristy Coyle	Elementary Teacher	Teacher	Teacher
William Moore	Asst. Principal	Administrator	Administration Personnel
Eileen Caruso	EL Coordinator	Education Specialist	Education Specialist
Gabby Eichelberger	Social Worker	Education Specialist	Teacher
Jessica Conley	Special Education Teacher	Teacher	Teacher
Jennifer Jones	Special Education Supervisor	Administrator	Administration Personnel
Traci Hojnacki	Elementary Teacher	Teacher	Teacher
Dr. Catherine Kania	Curriculum Supervisor: Secondary English, Social Studies, World Language and Library	Administrator	Administration Personnel
Kendra Flowers	Parent	Other	School Board of Directors
Nicholas Hoyt	Parent	Other	School Board of Directors
Hanz Bantawan	Parent	Other	School Board of Directors
Sylvia Rivera	Parent	Other	School Board of Directors
John Alley	Parent	Other	School Board of Directors

Educator Induction Plan

Will all first-year teachers (including teachers in prekindergarten programs, when offered), long-term substitutes who are hired for a position for 45 days or more and educational specialists be identified and provided a 2-year induction experience beginning in the 2024-25 SY? (22 Pa Code, 49.16)	Yes
Is the induction plan prepared by teacher or educational specialist representatives, or both, chosen by teachers and educational specialists and administrative representatives chosen by the administrative personnel of the school entity? (22 Pa Code, 49.16)	Yes
Has the plan been made available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board and submission of the plan to the Department? (22 Pa Code, 49.16)	Yes
Does the induction plan reflect a mentor relationship between the first-year teacher, long-term substitute or educational specialist, teacher educator and the induction team for the duration of the induction program? (22 Pa Code, 49.16)	Yes
Does the induction plan include training on the teacher observation and evaluation model inclusive of the consistent use of quality teacher-specific data and building-level data within student performance measures? (24 P.S. § 11-1138.8 (c)(3)) and (22 Pa Code, 49.16)	Yes
Does the induction plan:	Yes
a. Assess the needs of inductees?	Yes
b. Describe how the program will be structured?	Yes
c. Describe what content will be included, along with the delivery format and timeframe?	Yes
d. Include a two-year induction program effective the 2024-2025 school year?	Yes
Does your LEA provide Induction programming for any Pennsylvania Pre-K Counts programs?	
List the Pre-K Counts Program and address	

Mentors

Pool of possible mentors is comprised of teachers with outstanding work performance.	Yes
Potential mentors have similar certifications and teaching assignments.	No
Potential mentors must model continuous learning and reflection.	Yes
Potential mentors must have knowledge of LEA policies, procedures, and resources.	Yes
Potential mentors must have demonstrated ability to work effectively with students and other adults.	Yes
Potential mentors must be willing to accept additional responsibility.	Yes
Mentors must complete mentor training or have previous related experience (e.g., purpose of induction program and role of mentor, communication and listening skills, coaching, and conferencing skills, problem-solving skills and knowledge of adult learning and development).	Yes
Mentors and inductees must have compatible schedules so that they can meet regularly.	No
Other, please specify below	Yes

Other

Our district does our best to ensure mentors and mentees have compatible schedules however if a building does not have someone available with the same grade level experience or certification we utilize staff from other buildings to serve as mentors. For example, an elementary art teacher may have a mentor in another elementary building to support the content area questions rather than an elementary classroom teacher in a general education classroom. Therefore, their schedule may not be the same. We attempt to assign mentors to teachers who have similar certifications and teaching assignments however we often do not have this luxury due to the teaching shortage. When this is not possible we assign tenured staff who have been successful as mentors to new teaching staff. Additionally, our school district has experienced an estimated 8% teacher turnover rate annually. As a result, we have hired several new teachers who require a mentor. Thus, our pool of experienced mentors continues to dwindle.

Please explain the LEA's process for ensuring their mentors have the above selected characteristics.

The building principals select mentors for each new teacher based on the following criteria, grade level, content area, and/or schedule availability. Each mentor must have earned tenure and have satisfactory evaluations to be considered. The majority of our mentors are assigned in August and September however mentors are assigned and approved by the School Board of Directors throughout the school year based on the start date of the new professional employee.

Needs Assessment

Observations of inductee instructional practice by a coach or mentor to identify needs.	Yes
Multiple observations of inductee instructional practice by building supervisor to identify needs.	Yes
Regular scheduled meetings with mentors or coaches to reflect upon instructional practice to identify needs.	Yes
Standardized student assessment data	Yes
Classroom assessment data (Formative Summative)	Yes
Inductee survey (local, intermediate units and national level)	Yes
Review of inductee lesson plans	No
Review of written reports summarizing instructional activity	Yes
Submission of Inductee Portfolio	No
Knowledge of successful research-based instructional models	Yes
Information collected from previous induction programs (e.g., program evaluations and second-year teacher interviews).	Yes
Other, please specify below	No

Other

Based on the tools and methods selected above, describe the LEA's Induction program, including the following details:

- **Program Structure**
- **Content Included**
- **Meeting Frequency**
- **Delivery Format**

The Upper Darby School District has flexibly structured the induction sessions to help plan and deliver the program efficiently. The first year of the induction program is delivered using a hybrid approach (in-person, synchronously, and asynchronously) with a monthly session from January through May. These sessions are aligned with the district initiatives and the Danielson Framework. Each monthly session is approximately 3 hours long. The second year of the induction program will be an asynchronous program utilizing our Schoology platform. Second-year teachers will be responsible for completing assignments monthly from September through December. These assignments will be aligned with district initiatives and the Danielson Framework.

Educator Induction Plan Topic Areas

Upload the LEA's 2-year Educator Induction Plan, which needs to begin in the 2024-2025 SY.

Orientation_Induction Plan 2025 and beyond (1).pdf

Instructional Practices

Selected Observation and Practice Framework(s):

3b: Using Questioning and Discussion Techniques

3d: Using Assessment in Instruction

3c: Engaging Students in Learning

Timeline

Year 1 Spring

Year 2 Fall

Standards/Curriculum

Selected Observation and Practice Framework(s):

1a: Demonstrating Knowledge of Content and Pedagogy

Timeline

Year 1 Spring

Year 2 Fall

Technology Instruction

Selected Observation and Practice Framework(s):

3c: Engaging Students in Learning

Timeline

Year 1 Spring

Year 2 Fall

Accommodations and Adaptations for diverse learners

Selected Observation and Practice Framework(s):

- 3e: Demonstrating Flexibility and Responsiveness
- 1b: Demonstrating Knowledge of Students
- 2a: Creating an Environment of Respect and Rapport
- 1c: Setting Instructional Outcomes

Timeline

Year 1 Spring

Data informed decision making

Selected Observation and Practice Framework(s):

- 1b: Demonstrating Knowledge of Students
- 3e: Demonstrating Flexibility and Responsiveness
- 3d: Using Assessment in Instruction

Timeline

Year 1 Spring

Year 2 Fall

Materials and Resources for Instruction

Selected Observation and Practice Framework(s):

Timeline

Classroom and student management

Selected Observation and Practice Framework(s):

Timeline

Professional Ethics Program Framework Guidelines

Selected Observation and Practice Framework(s):

1b: Demonstrating Knowledge of Students

Timeline

Year 1 Spring

Year 2 Fall

Culturally Relevant and Sustaining Education Program Framework Guidelines

Selected Observation and Practice Framework(s):

4c: Growing and Developing Professionally

2a: Creating an Environment of Respect and Rapport

Timeline

Year 1 Spring

Educator Effectiveness

Selected Observation and Practice Framework(s):

Timeline

Other

Selected Observation and Practice Framework(s):

Timeline

Evaluation and Monitoring

Evaluation and Monitoring

After year 1 and year 2 of the induction program, new teachers are provided a survey to complete to collect feedback to improve the program. This feedback is used to plan and adjust the following year's program.

Documentation of Participation and Completion

Mentor documents his/her inductee's involvement in the program.	Yes
A designated administrator receives, evaluates, and archives all mentor records.	Yes
School/LEA maintains accurate records of program completion and provide a certificate or statement of completion to each inductee who has completed the program.	Yes
Completion is verified by the LEA Chief Administrator on the Application for Level 2 Certification.	Yes

Confirm that all first-year teachers are required to participate in the induction program.

Yes

If “No” is selected, please explain what individuals were not included in the Induction Program and why.

Signatures and Quality Assurance

We affirm that this Educator Induction Plan has been developed in accordance with the laws, regulations and guidelines for the development, implementation and evaluation of the Induction Plan as designated in Chapter 4 of the Pennsylvania Department of Education School Code.

We affirm that this Educator Induction Plan focuses on the learning needs of each professional staff member to ensure high quality instruction for all students.

Educator Induction Plan Coordinator	Date
Dr. Christine C. Kelley	2024-02-15

I affirm that this Induction Plan provides staff learning that improves the learning of all students as outlined in the [National Staff Development Council's Standards for Staff Learning](#).

Chief School Administrator	Date
Daniel P. McGarry	2024-09-10