



TNL PD for Lateral Entry Hires

Ervin D. Patrick, Director of Human Resources
Joan Bjork, District Technology Facilitator
Craven County Schools

Session Room | Session Time

Purpose

- Many districts are faced with hiring lateral entry teacher applicants who have not completed an approved teacher education program and will need to complete an induction program before entering the classroom.
- This session provides a solution to meeting requirements in **SBE Policy LICN-001**, which states, "The employing school system shall formally commit to supporting the lateral entry teacher by:

Providing a two-week orientation that includes: a. lesson planning, b. classroom organization, c. classroom management, including positive management of student behavior, effective communication for defusing and deescalating disruptive or dangerous behavior, and safe and appropriate use of seclusion and restraint, d. an overview of the ABCs Program including the standard course of study and end-of-grade and end-of-course testing, and e. the identification and education of children with disabilities."



Purpose

- Section 1.70 Initial Lateral Entry License of **SBE Policy LICN-001** also states, "A person who holds a lateral entry license shall complete a program that includes the following components:

Completion of a staff development program that includes a two-week training course. LEAs may elect to distribute training days across the lateral entry teacher's first year of service provided that at least five days of training are conducted prior to beginning the work assignment."

- This is the requirement that this lateral entry induction process seeks to fulfill.



Goal

- In this session you will find out how to utilize the resources in the Home Base platform, in conjunction with additional resources, so that your lateral entry new hires can fulfill the two-week lateral entry induction requirement off-site and begin work in an expeditious manner.



HOME BASE

Hiring Process for Lateral Entry Teachers

- Once a principal determines that they are going to recommend a lateral entry teacher for employment, they contact the Director of Human Resources and send in the employment recommendation packet.
- The Licensure Specialist reviews the recommendation packet to ensure that the individual is indeed qualified for lateral entry and if so, we proceed with the induction.
- The new hire receives an email from the Director of Human Resources outlining the induction process and what will need to be submitted prior to entering the classroom.
- An account is created in the Home Base platform for new hires and they are emailed specific instructions on which modules and assignments to complete.



HOME BASE

Account Creation In the Online Platform

The TNL Administrator needs to create an account for the new user from the *System Administrator* menu. Note: In most cases you cannot use the UID for this account. Craven County does not set up the lateral entry new hire in payroll until they have met induction requirements.

- If the lateral entry new hire is a current/previous employee that is/was not paid from one of the object codes automatically imported into NCEES, the TNL Administrator **should not** use the UID because the system will overwrite nightly and the account will automatically deactivate (if not changed in payroll).
- Consider using the district location instead of the prospective site location. This keeps your site location reports clean and avoids confusion when the teacher/administrator begins the evaluation process. Keeping them in one location makes it easier to deactivate the accounts when they have completed the induction requirements.



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Account Creation In the Online Platform, continued

- DPI Support (ticket) can merge your two accounts. Craven does not request this any longer. We encourage the lateral entry new hire to electronically print certificates, etc.
- The new user must be access the NCEES platform from the [alternative login](#) site when completing the modules.
- [NCEES Payroll Object Codes](#)
- Work closely with your payroll experts, UID contact, and Human Resources Director.



Home Base Modules



- There are multiple high quality self-paced modules in Home Base, under the Professional Development tab, from which a district may choose for lateral entry teachers to complete.
- These modules may be utilized in conjunction with your existing lateral entry orientation process or you can cater your lateral entry induction solely around these modules.



Home Base Modules

- Craven County has selected the following eight of the modules for lateral entry teachers:
- **#30 NC Teacher Evaluation: Understanding the Process – 5 hours**
Discusses the evaluation process, self-assessment, goal-setting, observations and conferencing, planning professional development, and summary evaluations
- **#245 Developing and Maintaining a Positive Learning Environment in Your Classroom – 10 hours**
Shares strategies that enable teachers to shape the management of their classrooms by building relationships with students, establishing procedures, and planning lessons



Home Base Modules

- **#22 Digital Literacies in the K–12 Classroom – 12 hours**
Discusses digital literacy as it pertains to the classroom
- **#66 Global Awareness, Diversity and Cultural Sensitivity in the Classroom – 10 hours**
Examines the Final Report of the SBE's Task Force on Global Education and also focuses on the correlation between global education and the NC Professional Teaching Standards
- **#10 Responsibilities of the 21st Century Educator – 10 hours**
Deals with crucial components of 21st century learning and teaching and strategies to bring them into practice



HOME BASE

Home Base Modules

- **#37 Understanding Young Student Behavior in the Classroom – 5 hours**
Serves as a tool to assist teachers in developing an enhanced awareness of behavioral health issues in young students.
- **#39 Understanding Student Behavior in the Classroom – 5 hours**
Helps teachers and staff develop an enhanced awareness of behavioral health issues in the classroom which may foster academic achievement for all students, decrease dropout rates, and increase North Carolina's graduation rates
- **#235 The WIDA English Language Development Standards – 20 hours**
Introduces the World-Class Instructional Design and Assessment (WIDA) English Language Development Standards



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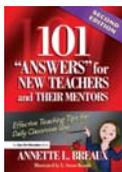
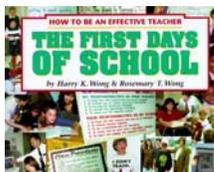
Home Base Modules

- There are many other modules that can be used to design an online lateral entry induction. Examples include:
 - Connecting With Our 21st Century Learners
 - Universal Design for Learning 1 and 2
 - Creating a Connected Culture Through Student Engagement & Empowerment
 - Demonstrating High Expectations
 - Differentiation in the Classroom
 - Helping Struggling Readers in the K-12 Classroom
 - NC Professional Teaching Standards
 - Responsibilities of the 21st Century Educator
 - Supporting English Language Learners (ELLs) in the Classroom
 - What the Best NC Teachers Do
- It is recommended that the LEA select the courses to be used for consistency and program design due to the fact that the majority of the induction will be spent on the Home Base modules.



HOME BASE

Additional Induction Requirements



- Lateral entry new hires in Craven County also receive two pdf books to be used to complete book reflections. We don't expect the books to be read cover to cover, but we expect the new hire to have a great understanding of the content.
- Completing the two book reflections adds an additional eight hours to the induction.



Additional Induction Requirements

- Lateral entry new hires meet with their Beginning Teacher Mentor to complete an abbreviated New Teacher Orientation. This session is typically held over three days prior to the beginning of school, but we require lateral entry new hires to complete this training as quickly as possible after they are recommended for employment.
- The school principal is also required to meet with lateral entry new hires prior to them going into the classroom for a school orientation on procedures and processes.



Induction Completion

- Once all induction materials are completed, the new lateral entry teacher meets with the Director of Human Resources to submit module transcripts and the book reviews.
- All lateral entry induction portfolios are saved alphabetically by school year and filed for future Beginning Teacher Support monitoring audits.
- Principals and payroll are notified that the lateral entry teacher has fulfilled the lateral entry induction requirement and may begin teaching.



