

F.I.R.S.T. PROGRAM

(Forum for Inducting, Retaining, and Supporting Teachers)





**MARANATHA
CHRISTIAN
ACADEMY'S
FIRST PROGRAM**
A FORUM FOR INDUCTING, RETAINING,
AND SUPPORTING TEACHERS

What are your challenges or obstacles with supporting and training new teachers at your school?

Why?

40-50% of teachers will leave the classroom within the first 5 years.

Average Years of Experience Among US Teachers

- ▶ 1987-1988 15 Years
- ▶ 2011-2012 5 Years
- ▶ 2015-2016 0-3 Years

Source: Ingersoll, B., Merrill, E., Shuckrey, D., & Collins, G. (2018). *Turning trends: The Transformation of the teaching force updated October 2018*. CPRE Research Papers.

Why Are Teachers Leaving the Profession?

- Lack of support
- Management Challenges
- Isolation
- Failure
- Disillusionment

MCA's JOURNEY TO CREATING OUR FIRST PROGRAM...

- The question that started it all...

Are our teachers trained and prepared to have an effective parent- teacher conference?
- This led to the discovery of other areas that needed standardization and simplifying for onboarding new teachers.

MCA's Journey Continues

The MCA Mentor Program

New Model of FIRST Program

MY ROLE AS THE FIRST DIRECTOR

- ▶ FIRST Orientation
- ▶ Support and Training
- ▶ Evaluations
- ▶ Instructional Coach and Cheerleader
- ▶ End Goal=Teachers who are exceptional in the classroom, but who also know our culture, mission, and the mindset of our school.

FIRST Director and Principal Relationship

- Who to choose for the position
- Aligned together
- Delegate
- Follow up

Resources

Bob Pike "Train the Trainer"	Harry Wong "First Days of School"	Framework for Teaching Danielson (I-Observation)
The Hattie's List	Incubate to Innovate	Colleagues & Administrators

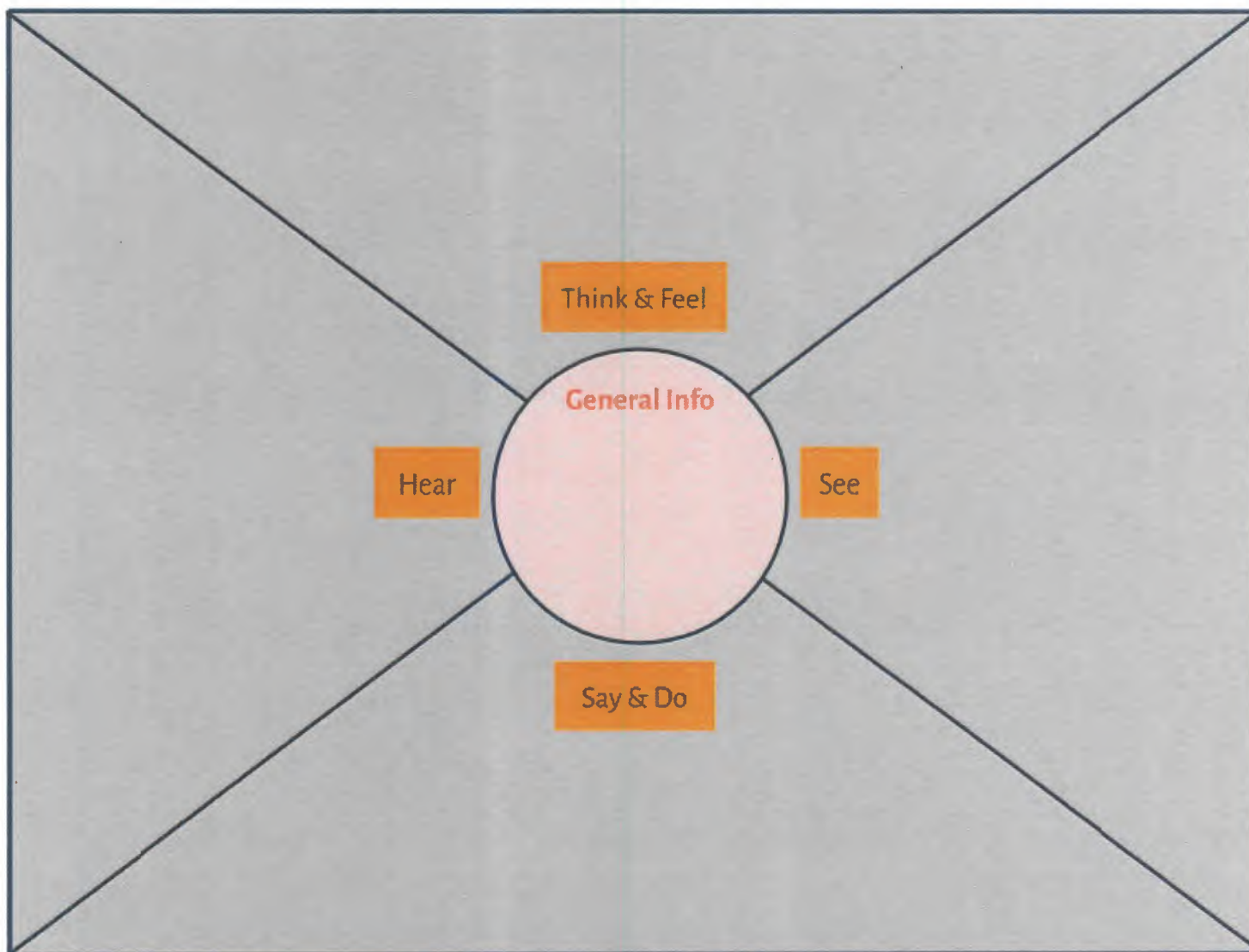
Now What? Let's brainstorm together!

What is your biggest obstacle in your school for retaining teachers or having a program like ours?

Question and Answer Time

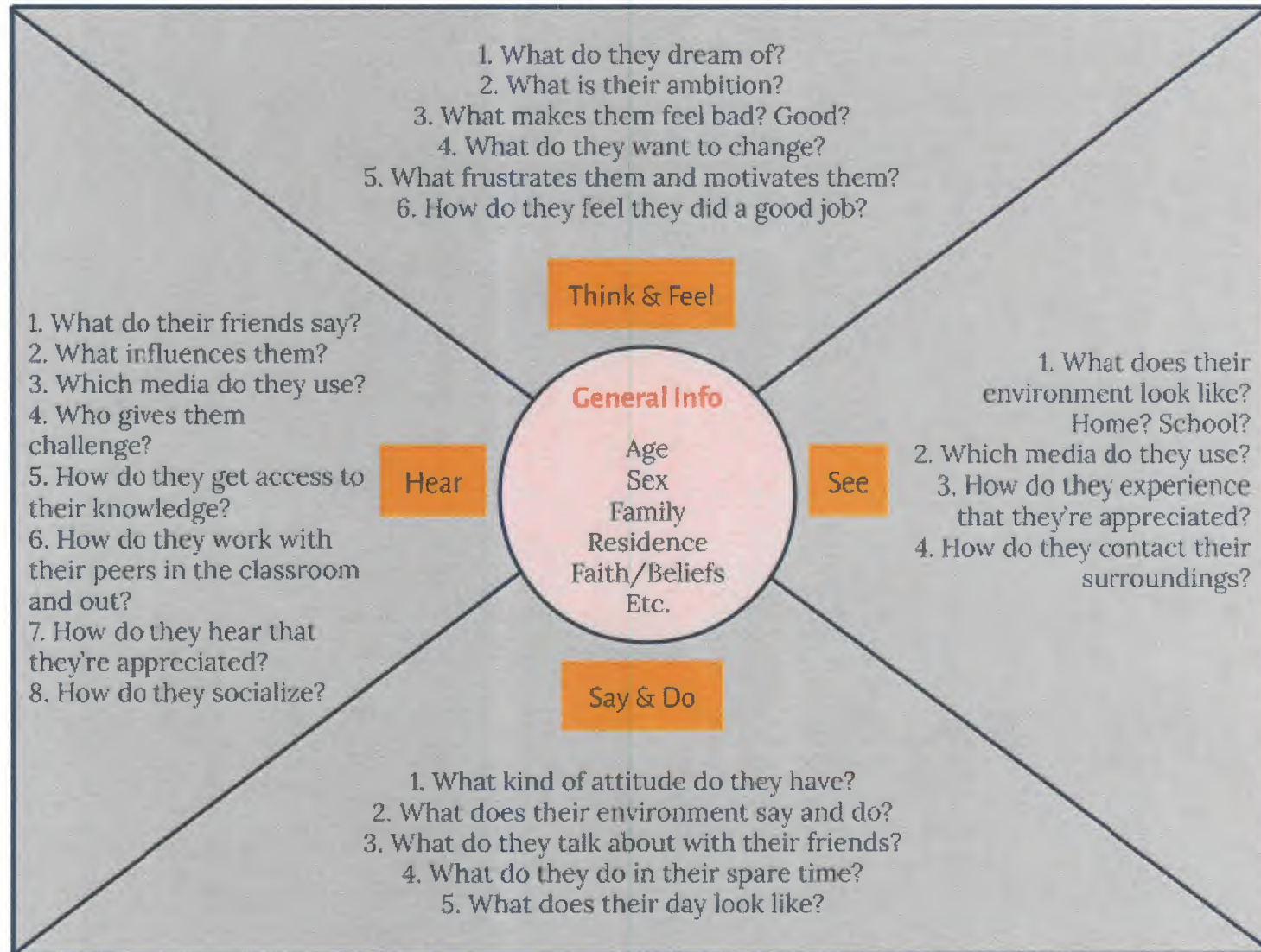


Empathy Map



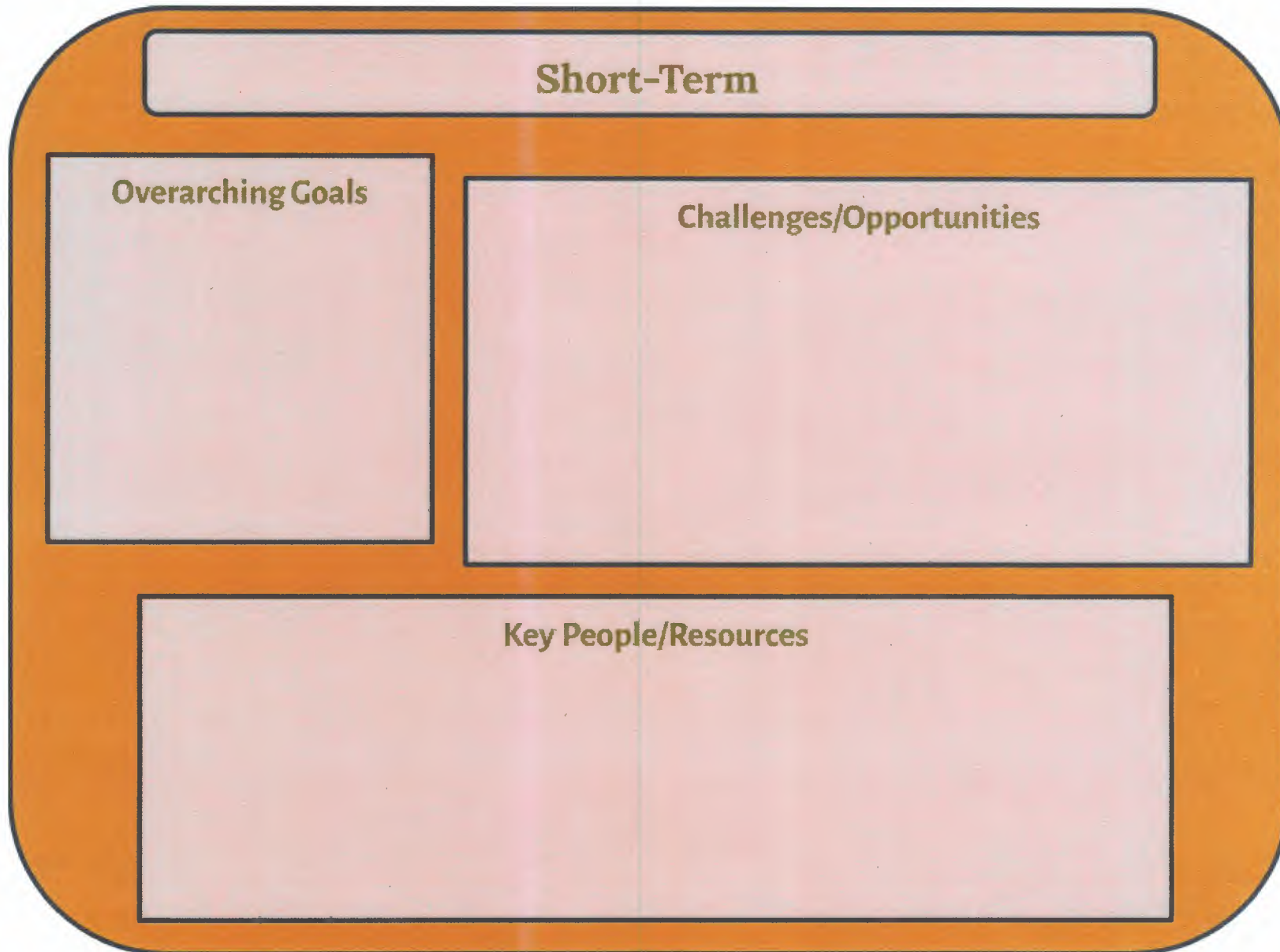


Empathy Map Example





Roadmap for Systemic & Systematic Implementation of Innovation





Short-Term

Milestones with dates accomplished

Next Steps



Dear Abbie,

Greetings and welcome to Maranatha Christian Academy! I am personally and professionally thrilled to have you join our faculty. I look forward to the fruits your teaching ministry will yield in the 2019-20 school year.

MCA has developed the Forum for Inducting, Retaining, and Supporting Teachers or F.I.R.S.T. to provide you with support and training as you begin your vital work at Maranatha. The F.I.R.S.T. program is a three-year induction pathway for all new teachers. New teacher being defined as recent college graduates to new hires of experienced teachers. All new faculty participate in three days of F.I.R.S.T. program training on Monday, August 12 through Wednesday, August 14 (see enclosed Orientation Schedule for details including dress code, etc.), and meet monthly for an hour and a half after school throughout the school year. I have also enclosed the yearly schedule for your convenience. The goals of the F.I.R.S.T. program are as follows:

- Provide new teachers with ongoing support and feedback
- Accelerate the assimilation and onboarding of new teachers
- Insure instructional alignment with the school's mission, core values, and strategic plan
- Connect you to an experienced classroom teacher and instructional coach in a positive, guided, and consistent mentoring relationship in a cohort model
- Create an understanding and develop a Christian philosophy of education with strategies to integrate faith into your teaching
- Learn classroom management techniques that can make your teaching more effective
- Align your teaching and lesson planning with the Characteristics of Professional Excellence
- Provide continual and practical training to equip you for success in your teaching ministry

Maranatha Christian Academy's F.I.R.S.T. program is modeled after a number of nationally recognized new teacher induction programs. The format includes small group presentations, demonstrations by veteran teachers, classroom observations, coaching, workshops, and other strategies.

Accompanying this letter is the book, *The First Days of School*, by Harry and Rosemary Wong. If you have opportunity, please review it prior to Monday, August 12. *The First Days of School* provides a broad framework to the F.I.R.S.T. program training in August. Your familiarity with the book's content will greatly contribute to a successful start to your school year.

We look forward to the growth you will experience as a professional Christian educator through your participation in the F.I.R.S.T. program. If you have any questions on the F.I.R.S.T. program, please contact your principal directly.

Serving Him together,

MARANATHA CHRISTIAN ACADEMY

Brian J. Sullivan
Head of School

BJS:AMH

Enclosures

Date	Employees	Time	Topic	Location
Monday, August 12 Dress Code: Casual	F.I.R.S.T. Teachers, Paras, Classroom Assistants, Director, Principals, Assistant Principals & Head of School	8:00 a.m. - 8:45 a.m.	Continental Breakfast (provided) - Welcome, Introductions, Prayer, & Devotion	236
	F.I.R.S.T. Teachers, Paras, Classroom Assistants, & Director	9:00 a.m. - 12:00 p.m.	F.I.R.S.T. Training Session 1 - The Effective Teacher F.I.R.S.T. Training Session 2 - Disciplines & Procedures F.I.R.S.T. Training Session 3 - Procedures and Routines	236
	F.I.R.S.T. Teachers, Paras, Classroom Assistants, Director, Principals, Assistant Principals & Head of School	12:00 p.m. - 12:45 p.m.	Lunch (provided)	236
	F.I.R.S.T. Teachers, Director, IT Coordinator, US LC Specialist & LW Purchasing (2:30p.m.)	1:00 p.m. - 2:45 p.m.	Technology Training (Logins, Office 365, SMS, Schoology, Spendmap)	231
	F.I.R.S.T. Teachers & Admissions Director	2:45 p.m.-3:15 p.m.	Campus Tour	Start in 231
	F.I.R.S.T. Teachers, Director, US & LS Principals and Assistant Principals	3:30 p.m. - 4:30 p.m.	Staff Manual Review (lesson plans, iObservation, grades, policies)	236
	F.I.R.S.T. Teachers & Director	4:30 p.m. - 5:00 p.m.	Homework Assignment	236
Tuesday, August 13 Dress Code: Casual	F.I.R.S.T. Teachers, Director, Principals, Assistant Principals, & Head of School	8:00 a.m. - 9:00 a.m.	Continental Breakfast, Discussion of Mission, Core Values & Strategic Plan (Monday Homework)	236
	F.I.R.S.T. Teachers & Director	9:00 a.m. - 12:00 p.m.	F.I.R.S.T. Training Session 4 - The First Days of School F.I.R.S.T. Training Session 5 - Cooperative Learning & Culture F.I.R.S.T. Training Session 6- Lesson Mastery	236
	F.I.R.S.T. Teachers, Director, Principals, Assistant Principals & Head of School	12:00 p.m. - 12:45 p.m.	Lunch (provided)	236
	F.I.R.S.T. Teachers & Director	1:00 p.m. - 2:45 p.m.	F.I.R.S.T. Training Session 7-The Professional Educator F.I.R.S.T. Training Session 8-Positive Expectations Lesson Planning	236
	F.I.R.S.T. Teachers	2:45 p.m. - 3:00 p.m.	Break	
	F.I.R.S.T. Teachers, LS & US Assistant Principals and Principals	3:00 p.m. - 4:00 p.m.	Staff Manual Review (classroom management, SharePoint)	236
	F.I.R.S.T. Teachers & Director	4:00 p.m. - 4:30 p.m.	Homework Assignment / Work Time	236
Wednesday, August 14 Dress Code: Casual	F.I.R.S.T. Teachers, Director, & Head of School	8:00 a.m. - 9:00 a.m.	Continental breakfast (provided), Assignment Discussion (Tuesday Homework)	236
	F.I.R.S.T. Teachers, ESL Teacher & Director	9:00 a.m. - 11:45 a.m.	Christian Worldview Diversity IDI Online Assessment Taking Action for ESL (11:00 a.m.)	236
	F.I.R.S.T. Teachers, Director, Principals, & Head of School	11:45 a.m. - 12:30 p.m.	Lunch (provided)	236
	F.I.R.S.T. Teachers, Scharmin Williams ESL & LS Principal	12:45 p.m. - 2:15 p.m.	Human Resources and Benefits	236
	F.I.R.S.T. Teachers	2:15 p.m. - 4:30 p.m.	Closure Activity for Orientation Time in your classroom	Work Start in 236 End in classrooms

**MARANATHA CHRISTIAN ACADEMY 2019-2020
YEARS ONE, TWO, AND THREE F.I.R.S.T. TEACHER MEETING SCHEDULE:**

(Forum for Inducting, Retaining, and Supporting Teachers)

Theme Verse: "See, I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland."

Isaiah 43:19 (NIV)

DATE	REQUIRED ATTENDEES	LOCATION	TIME	TOPIC
Wed. Aug. 21	Year One FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Discuss first days ▪ Concerns and questions with calendar – review. ▪ Lesson plan and gradebook review ▪ Student and parent concerns ▪ Classroom management
Wed. Sept. 11	Year One FIRST Year Two FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Discuss first weeks ▪ Discuss expectations ▪ Curriculum Mapping ▪ Self Care (School Counselors) ▪ Background Checks Log for parents chaperoning ▪ Walkthrough with Principal, Assistant Principal, and FIRST Director ▪ Discuss calendar events – where to find ▪ Classroom management - iObservation ▪ First weeks of school ▪ Grading/gradebook/organization systems – Hard copy ▪ Concerns and questions with calendar – review and week at a glance email ▪ Parent communication – Use Staff Manual ▪ Madeleine Hunter Formal Observation (Year One only)
Wed. Sept. 18	Year One FIRST Year Two FIRST Year Three FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Fall Fest ▪ Discuss current issues ▪ Conducting an effective parent conference – Booklet and mock conferences ▪ Teacher evaluation model for FIRST intro and schedule ▪ Blooms Taxonomy ▪ Standardized Testing Best Practices PPT. ▪ Concerns and questions with calendar - review
Wed. Oct. 16	Year One FIRST Year Two FIRST Year Three FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ "First Days of School" review ▪ Discuss teacher evaluation review – Review evaluation ▪ Review of expectations/procedures ▪ Review Student Support Matrix ▪ Concerns and questions with calendar - review
Wed. Nov. 13	Year One FIRST Year Two FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Classroom management review ▪ Discuss rubrics and create one for classroom (create one for a challenging area in class) ▪ Cooperative Learning Best Practices ▪ Concerns and questions with calendar ▪ Parent communication ▪ Self-evaluate and set goals
Wed. Dec. 11	Year One FIRST Year Two FIRST Year Three FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Procedures, lesson plans, and student planners - review ▪ End of semester ▪ 1-week plan prior to Christmas break ▪ Best Practice ▪ Concerns and questions with calendar review
Wed. Jan. 15	Year One FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Discuss second round of evaluations – set dates. Are teachers meeting their goals? Document in iObservation. ▪ Classroom management refresher ▪ Homecoming/second semester/re-establishing routines, etc. ▪ Black History Month ▪ Concerns and questions with calendar – review ▪ Parent communication

Wed. Feb. 5	Year One FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Discuss current issues ▪ Parent partnership / Annual Business Meeting ▪ Review second round of evaluations (Direct Instruction) ▪ Parent conferences – Review “Conducting an Effective Parent Conference” ▪ Differentiation Best Practices ▪ Concerns and questions with calendar - review
Wed. Mar. 4	Year One FIRST Year Two FIRST Year Three FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Third quarter ▪ Spring break lesson planning ▪ Re-enrollment ▪ Teacher discounts ▪ Contracts ▪ Biblical Worldview ▪ Discuss conferences ▪ Integration of faith and learning ▪ Concerns and questions with calendar – review
Wed. Apr. 1	Year One FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ Discuss current issues ▪ Confirm third round of evaluations - schedule ▪ Standardized testing - best practices – review with PowerPoint ▪ Review lesson plans expectations ▪ Concerns and questions with calendar – review
Wed. May 6	Year One FIRST Year Two FIRST	-Room 231	3:30-4:30 p.m.	<ul style="list-style-type: none"> ▪ End of year responsibilities and lesson planning / Closing down classroom ▪ Google Docs forms (Classroom Condition, Damaged Book, etc.) ▪ Fill out CEUs ▪ “FIR.S.T. teacher reflection (Successes & improvements targets) ▪ Book reading assignment – Summer reading ▪ Concerns and questions with calendar – review
Tues. Jun. 2	All Staff BBQ		12:00-2 p.m.	<ul style="list-style-type: none"> ▪ Celebration for completion of FIRST year one

Roster of Year One F.I.R.S.T. Teachers:
<ul style="list-style-type: none"> • Jersey Dykes • Samantha Gish • Kyle Salley • Abbie Daws • Josh Agrimson • Samuel Mayes • Lauren Stensland
Roster of Year Two F.I.R.S.T. Teachers:
<ul style="list-style-type: none"> • Mackenzie Franck • Mandey Fabian • Laura Vincent • Tim Brown • Emma Mayo • Glenn Simmons • Erin Henderson
Roster of Year Three F.I.R.S.T. Teachers:
<ul style="list-style-type: none"> • Dr. Faith Schumann • Michelle Young • Joy Swanson • Syrena Schonning

FIRST Testimonials

As a new teacher and having been through Year ONE of the FIRST program, I am so much more prepared to be an effective teacher. I definitely know that I am not alone. I have heard many stories of teachers who struggled through their first years and being afraid to ask for help. I am truly thankful for this program and the opportunity to learn from a truly experienced leader in the teaching profession who loves what she does. I truly appreciate her willingness to help and share tips to ensure my first years are enjoyable. This program has prepared me for a successful school year. ~Glenn Simmons (Pre-K Teacher)

I think the most important part for me was just having an approachable person "you", having our back. You got to know me on a personal level and acted as a buffer when needed between myself and administration. You never made me feel dumb if I had a question. ~Bill Campbell (PE Teacher)

Through the FIRST program, I have felt less isolated and stranded as a teacher. I know that I can go to Kelly when I have questions or problems that need solving. Teachers in the program get to collaborate together and come up with creative ideas that can help one another throughout the year. I have learned new teaching techniques, ways to manage my classroom, and ideas for organization through our monthly meetings. Any time the FIRST program meets, I am always excited for it!- Emma Mayo (Upper School Math Teacher)

Coming in as a teacher with years of experience, I was so thankful that there is a program like FIRST. In the past, years of experience meant "You've done this before, so you know what you are doing and don't need support." That definitely isn't the case because a "new" school means so many new things, a new culture, new ways of doing things, different expectations, etc. So having the FIRST program put me at ease and helped me tremendously to be able to transition into my "new". It helped allow me to be able to focus more on the teaching aspect of things versus questioning whether or not I was doing the teaching part correctly. The support is amazing to help answer questions and fill in so many gaps that can just slip through the cracks if a program like this isn't offered. Nothing came as a surprise which was so comforting to have as a "newbie"! ~Mandey Fabian (5th Grade Teacher)

Maranatha Christian Academy
Forum for Inducting, Retaining, and Supporting
Teachers (F.I.R.S.T.) In Practice

Revised 9/6/18

YEAR 1 F.I.R.S.T. TEACHER

- Induction Training
- First two weeks of school
 - Daily Walkthrough/Informal Evaluation once a week
 - Report to Principal and Academic Chair
 - Academic Chair and Principals need to touch base with each new teacher after school to see how everything is going
- F.I.R.S.T. Director Mentor Program
- iObservation Two Formal Evaluations – 1 Fall/1 Spring
- iObservation – Walkthrough/Informal Bi-weekly by Principal and Assistant Principal marking 1-2 categories
- Monthly Development Meeting with F.I.R.S.T. Director
- Bi-weekly Walkthrough/Informal Evaluation iObservation and Collegial Discussion – continual
- F.I.R.S.T. Director Bi-weekly Walkthrough/Informal Evaluation
- Direct Instruction Observation – 2xs – Fall/Spring – Report to Principal and Head of School
- Mandatory Year-end reflection – Focus on Successes and Improvement Targets
- Mandatory Summer Reading – As Assigned by Head of School

YEAR 2 F.I.R.S.T. TEACHER

- First two weeks of school
 - Weekly Walkthrough/Informal Evaluation
- iObservation Formal Evaluation by Principal – Once
- iObservation Formal Evaluation by Assistant Principal – Once
- iObservation Drop-in Evaluations – Walkthrough/Informal Evaluations weekly by Principal and Assistant Principal marking 1-2 categories iObservation
- 1-2xs per month Walkthrough/Informal Evaluations (1-2 categories iObservation) with FIRST Director
- Six Development Cohort Meetings with F.I.R.S.T. Director
- Mandatory Year-end Reflection – Focus on Successes and Improvement Targets
- Mandatory Summer Reading – Optional Development Workshop (1 in first three years)

YEAR 3 F.I.R.S.T. TEACHER

- First two weeks of school
 - Weekly Walkthrough/Informal Evaluation
- iObservation Formal Evaluation by Principal – Once
- iObservation Formal Evaluation by Assistant Principal – Once
- iObservation Walkthrough/Informal Evaluations Bi-weekly by Principal
- iObservation Walkthrough/Informal Evaluations Bi-weekly by Assistant Principal
- 1-2xs per month Walkthrough/Informal Evaluations (1-2 categories iObservation) with FIRST Director
- Five Development Cohort Meetings with FIRST Director
- Mandatory Year-end Reflection – Focus on Successes and Improvement Targets
- Mandatory Summer Reading as Assigned by FIRST Director
- May Not Become Academic Chair Unless Suggested by FIRST Director