


SUBJECT: OCSS Resident Educator Transition and Induction Programs	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 57-EDU-16
RULE/CODE REFERENCE: OAC 3301-24-04, 24-05 and 24-09	SUPERSEDES: 57-EDU-16 dated 09/17/15
RELATED ACA STANDARDS:	EFFECTIVE DATE: November 13, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish criteria for the effective development and operations of the Ohio Central School System (OCSS) Resident Educator Transition Program for teachers and the Induction Program for guidance counselors working toward professional licensure.

III. APPLICABILITY

This policy is applicable to all educators, to include teachers and guidance counselors, who are employed by the Ohio Department of Rehabilitation and Correction (DRC). The procedures set forth are specifically directed toward those providing comprehensive educational programs to all eligible inmates.

IV. DEFINITIONS

Ambassador Program - A program designed for professionally licensed educators and career technical education educators. This program will be based on the new educator's needs for a period up to one (1) year from the mentor assignment date.

Instructional Mentoring - A mentoring program correlated to the formative tools and protocols to support the resident educator. This program focuses on the knowledge, skills, and understandings critical for those who work with beginning teachers.

Mentor - An Ohio Central School System (OCSS) educator who has volunteered to be a trained mentor and has a minimum of three (3) years of OCSS teaching experience and holds a full certification/licensure with the Ohio Department of Education (ODE); an Ohio Central School System ODE licensed guidance counselor who volunteers to mentor and who is assigned to prepare a new guidance counselor for employment in OCSS.

Resident Educator - A new academic or career technical teacher who is participating in the Resident Educator Program.

Resident Educator Coordinator - An individual selected by the school or district to serve in this capacity and be assigned the “Resident Educator Coordinator Role” in the Ohio Educational Directory System (OEDS). The Coordinator works with administrators to provide program facilitation and fidelity. Coordinators plan, implement and report on the Resident Educator Program.

Resident Educator Program - A state mandated four (4) year program of mentoring and support, to include ODE required guidelines and documentation, which is aligned to Ohio’s Standards for the Teaching Profession.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to require all applicable education personnel meet the Teacher Education and Licensure Standards adopted by the State Board of Education under the Ohio Administrative Rule 3301-24-04, 3301-24-05, and 3301-24-09.

VI. PROCEDURES

A. Resident Educator Program

1. Eligibility

All academic teachers who are currently teaching under a Resident Educator license shall enter the Resident Educator Program and shall be assigned a Mentor to guide them to successfully meet the criteria for issuance of a five (5) year professional educator license.

2. Selection of Mentors

- a. A teacher who has a minimum of three (3) years of OCSS teaching experience and holds full certification/licensure with the ODE and is interested in becoming a Mentor may be nominated by a peer or self to be considered to be a Mentor.
- b. A completed Mentor Application (DRC4417) is submitted to the interested teacher’s principal for recommendation. Upon the principal’s recommendation, the application shall be forwarded to the OCSS professional development director to be scheduled for Instructional Mentoring training.
- c. If a Mentor Application (DRC4417) is denied by the principal, the Mentor applicant may complete a Mentor Appeal Request (DRC4418) within thirty (30) days of notification of denial.
 - i. The Mentor applicant must submit the Mentor Appeal Request (DRC4418) and a copy of the denied Mentor Application (DRC4417) to the OCSS professional development director.

- ii. The principal shall forward a letter to the OCSS professional development director stating the rationale for the denial of the Mentor application.
- iii. The Resident Educator Coordinator and Superintendent shall review the mentor application and appeal request to render a decision.
- iv. The Mentor applicant may reapply in two (2) years from the Resident Educator Coordinator denial date.

3. Mentor Assignment

- a. Upon successful completion of Instructional Mentoring training, a Mentor shall be eligible for assignment to a Resident Educator.
- b. A trained Mentor shall be assigned a Resident Educator upon receipt of a Resident Educator Profile (DRC4419) from the supervising principal. Whenever possible, the Mentor and Resident Educator should be located in the same institution and teach in the same/similar field of study. Optimally, a Mentor shall be assigned to work with two (2) Resident Educators.
- c. Although careful selection of the Mentor and Resident Educator pairings are made to ensure a meaningful and successful completion of the Resident Educator Program, the Resident Educator Coordinator recognizes that problems may arise. If either the Mentor or Resident Educator would like to request a different pairing, they may complete the Request for Mentor Change (DRC4420) and submit it to the Resident Educator Coordinator and OCSS professional development director for review.

4. Mentor Responsibilities

The Mentor's responsibilities to the Resident Educator include, but are not limited to, providing the following assistance:

- a. Attend Instructional Mentoring training to become a certified Mentor.
- b. Weekly communication including, but not limited to, a face-to-face meeting between the Mentor and the Resident Educator is required following the OCSS's On-the-Job Training criteria.
 - i. The discussion topics may include, but are not limited to, available resources, classroom management/instructional techniques, Resident Educator concerns and questions, curricula, and in-service/professional development opportunities following ODE's required guidelines and documentation.
 - ii. The Mentor shall submit a copy of the Quarterly Mentor Activity Log (DRC4422) to the Resident Educator's principal and the OCSS professional development director on the last day of September, December, March and June.

- c. All Mentors must attend all required meetings and training sessions with the Resident Educator as scheduled by the Resident Educator Coordinator.
 - d. The Mentor shall conduct scheduled observations of the Resident Educator's class as needed to include reciprocal observations following ODE observation protocols.
5. Resident Educator Responsibilities

When a new teacher is assigned a Mentor, his/her responsibilities include, but are not limited to, the following:

Communicate weekly including, but not limited to, a face-to-face meeting with his/her mentor to complete orientation and formative assessment tools following the ODE's required guidelines and documentation.

6. Residency Activities
- a. On-going residency activities shall include, but are not limited to, the following:
 - i. Resident Educator Program Orientation (mandatory session);
 - ii. Workshops;
 - iii. Conferences;
 - iv. Seminars as recommended by the Resident Educator Coordinator.
 - b. Failure to successfully complete the Resident Educator Program shall result in loss of the educator licensure following ODE's required guidelines and documentation.
7. Ambassador Program

When an OCSS educator is hired, he/she does not need to complete the Resident Educator Program. The Mentor shall provide assistance in the transitioning to the new correctional setting.

B. School Counselor Induction Year Program

1. Eligibility

New guidance counselors to the OCSS shall be assigned a volunteer licensed counselor to guide them to successfully meet the criteria for issuance of an initial professional license.
2. Mentor Responsibilities

The Mentor's responsibilities to the school counselor inductee include, but are not limited to, providing the following assistance:

 - a. An orientation of DRC, institutional and classroom policies and procedures, to include the completion of the OCSS's On-the-Job Training criteria for guidance counselors.

- b. Completion of the ODE Performance Standard and Appraisal Inventory form. The form shall be sent to the OCSS professional development director.
- c. Monthly communication including, but not limited to, a face-to-face meeting, between the Mentor and the school counselor inductee is required.
- d. The discussion topics should include, but are not limited to, available resources, office management, office technology, school counselor inductee concerns and questions, office procedures, and in-service/professional development opportunities.
- e. The Mentor shall conduct a minimum of two (2) scheduled observations of the school counselor inductee.

3. School Counselor Inductee Responsibilities

When a new school counselor inductee is assigned a Mentor, his/her responsibilities include, but are not limited to, the following:

Professional communications shall be encouraged with face-to-face meetings preferred between the mentor and educator. Phone calls, emails and visits may all be used to enhance the monthly contacts.

C. Resident Educator Program Review And Assessment

The OCSS professional development director shall conduct an annual survey of the Resident Educators, counselor inductees, and Mentors in April of each year to provide information regarding the satisfaction of the year’s training and activities.

- 1. The survey shall also include opportunity for the Resident Educators and their Mentors to suggest possible changes and training opportunities to assist the Resident Educator Coordinator in efforts to improve the Resident Educator Program.
- 2. The survey results shall be shared with the Resident Educator Coordinator.

Related Department Forms:

Mentor Application	DRC4417
Mentor Appeal Request	DRC4418
Resident Educator Profile	DRC4419
Request for Mentor Change	DRC4420