

Prologue

This manual will serve as a basis for the Archdiocese of Cincinnati Entry Year Program. The program was designed for continuous professional development of educators in accordance with Ohio Revised Code requirements for the Entry Year and Licensure, and to give resources to schools to adapt the program to meet individual needs.

The Ohio Revised Code 3301-24-02 and 3301-24-04 for the Entry Year and 3301-24-10 concerning Alternative Educator Licenses can be found on the Ohio Department of Education website.

Section 1 - Archdiocese of Cincinnati Entry Year Program Requirements

Section 2 - Required Forms

Section 3 - Praxis Information – for 2-year licenses only

Section 4 – Resources

Section 5 – Certification and Frequently Asked Questions

Section I - Archdiocese of Cincinnati Entry Year Program Requirements

Entry Year Program Philosophy

The Archdiocese of Cincinnati Entry Year Program promotes a sharing of the Gospel values that are the basis of Catholic education, information and expertise between a mentor and a new teacher. This formative program provides new teachers with a transition into teaching and an opportunity to develop their teaching style. This program strives to enhance the skills and communication between teachers and thus add to the community spirit and sense of ministry common to all Catholic school educators.

Program Goals

The goals of the Archdiocese of Cincinnati Entry Year Program are:

- to remind all teachers involved of their call as evangelizers, and to enhance their ability to share their faith with each other and the students
- to develop a support system for new teachers
- to use a common language and assessment to identify and document effective teaching and improve the teaching performance of all participants
- to assist teachers in recognizing the needs of all students through consistent mentoring/coaching approaches
- to improve self reflection /self evaluation skills for all participants
- to develop committed educators, who will participate in and support the establishment of continuous professional development

Entry Year Teacher

An Entry Year Teacher (EYT) is defined as:

1. an educator who holds a two-year provisional license who is employed full time (a minimum of 120 days) in their area of licensure; or
2. an educator who is coming in from out of state with less than 3 years teaching experience and is employed full time and has been issued a 2-year provisional; or
3. an educator who is part of the alternative licensure program; or
4. an educator who holds a non-tax certificate with no teaching experience.

The Archdiocese of Cincinnati Entry Year/Mentoring Program

All Entry Year Teachers must successfully complete the Archdiocese of Cincinnati Entry Year Program. The Archdiocese of Cincinnati Entry Year Program includes the Praxis III assessment of Entry Year Teachers, as defined in paragraph (A) Rule 3301-24-04 as prescribed by the State Board of Education. The Archdiocese of Cincinnati Entry Year Program includes a formal program of support, including mentoring to foster professional growth of the individual that is congruent with the required performance-based assessment. This program shall be a minimum of one academic year in length. In those instances when the teacher is employed after the beginning of the school year, the Entry Year Program shall be a minimum of one hundred twenty school days.

The Praxis III assessment of Entry Year Teachers, except those EYTs holding only a non-tax certificate or those holding an alternative educator license, shall be administered under the authority of the State Board of Education. This assessment shall be administered one time during the initial Entry Year. Passage of Praxis III assessment is required for the professional license. If the EYT does not pass this assessment, the individual shall be required to complete a second Entry Year during which the performance-based assessment will be administered up to two times.

The Entry Year Teacher

Entry Year Teachers must secure a full time teaching position in their area of licensure to meet Entry Year Program requirements. It is important for Entry Year Teachers to have background knowledge of the 19 Criteria which are part of the Teacher Education and Licensure Standards. Entry Year Teachers who will be Praxis III assessed and have no background training in the 19 criteria should attend the Pathwise I Training.

Mentor Training

Mentors will be trained in the Pathwise I Training Program which is developed around the following four domains:

- A. Organizing content knowledge for student learning
- B. Creating environment for student learning
- C. Teaching for student learning
- D. Teacher professionalism

In addition, mentors will be trained in Passing on the Tradition: Mentoring in a Catholic School. This workshop will introduce The Framework for Effective Teaching in a Catholic School, which serves as a growth instrument for Catholic educators, as well as review the Pathwise components and skills of mentors.

Mentors must be trained in both workshops prior to receiving an entry year assignment. These programs address the 10 areas for performance-based licensure outlined in the Teacher Education and Licensure Standards (See Section I Rule 3301-24-02) and are congruent with the observation and performance-based assessment framework. Opportunities for practicing Pathwise observation skills, cognitive coaching, working with Catholic Identity, adult learning theory and knowledge of the procedures associated with the performance-based assessment procedures for licensure will be ongoing.

- A. The mentor should possess knowledge of:
 - 1. Research-based effective teaching strategies
 - 2. Instructional effectiveness
- B. The mentor should demonstrate skill in:
 - 1. Professional competence
 - 2. Effective verbal and nonverbal communication
 - 3. Interpersonal skills of caring, kindness, and understanding
- C. The mentor must have 3 or more years of successful teaching experience. Experience in the subject area or at the grade level is helpful.
- D. The mentor must have completed:
 - 1. Pathwise I Training (2 day workshop)
 - 2. Passing on the Tradition: Mentoring in a Catholic School (1 day workshop)
- E. The mentor must:
 - 1. Use the Pathwise observational framework and provide feedback
 - 2. Provide expertise and ongoing support
 - 3. Help the Entry Year Teacher prepare for the Praxis III assessment

Selection of Mentors

Mentors must have completed the Pathwise I Training and the Passing on the Tradition: Mentoring in a Catholic School Workshop. Mentors will be selected from available candidates by the building principal.

Mentor Assignment

Each Entry Year Teacher shall be assigned a mentor. Due to the importance of the mentor/Entry Year Teacher relationship, it is recommended that teachers serving as mentors be assigned no more than one Entry Year Teacher. If possible, the mentor should be in the same school building as the Entry Year Teacher. The building principal will pair the mentor with the Entry Year Teacher.

Mentors will be paid a stipend of \$500. The payment of the mentor stipend for the mentor of an Entry Year Teacher holding a 2-year provisional certificate may be paid from the Entry Year Funds if Ohio funding is available. The payment of the mentor stipend for mentors of an Entry Year Teacher holding a non-tax certificate with no teaching experience and alternative educators will be the responsibility of the school. Since Entry Year funding for future years is unlikely, schools should be prepared to pay all mentor stipends.

Serving as a mentor for an Entry Year Teacher is an approved professional development option for CEUs toward licensure. Four CEUs will be issued for serving as a mentor for one year, with a maximum of 12 CEUs in any licensure period. (See Document A, Approved Options for Professional Development, Catholic School website under Forms for Professional Development.) Other means of compensation such as released time or reduced supplemental responsibilities are options that may be considered at the building level.

If the Entry Year Teacher on a 2-year provisional license does not pass the Praxis III assessment, the EYT can be assessed in the fall and spring of the second year. In this case the mentor may continue for another year or a different mentor may be assigned.

Problems between the mentor and the Entry Year Teacher are to be handled by the principal. If during the course of the Entry Year, a mis-match between the mentor and EYT occurs, the EYT or mentor must contact the principal in writing before November 1st or the end of the first quarter. A different mentor will be selected from the available mentors by the principal. The principal will inform the Archdiocesan Entry Year Coordinator of the change of mentors. The stipend and CEUs will be issued on a pro-rated basis.

Mentor Activities

As Catholic educators, mentors will role model faith sharing and community spirit as part of the ministry of Catholic educators. They will help the Entry Year Teacher understand his/her role as evangelizer and share in the call to Teach as Jesus Did.

The Mentor will serve as instructional coach, observing the Entry Year Teacher and giving feedback. The mentor will formally observe the EYT two times using the Pathwise framework. Opportunities for other classroom visits with feedback (mentor's classroom or other colleague's classrooms) may occur. The use of videotaping may provide opportunities for discussion/reflection of teaching. The use of informal observations as a tool to improve teaching by all teachers is encouraged.

Mentors will help to expand the beginning teacher's repertoire of teaching strategies, demonstrate professional competence and offer assistance in areas of need. Mentors will meet with the Entry Year Teacher and participate in goal setting/problem solving activities. Mentors will maintain confidentiality.

Requirements for Successful Completion of the Entry Year - Mentor and EYT Responsibilities:

I. Archdiocese of Cincinnati Entry Year Orientation Session

The Archdiocese of Cincinnati will provide an Orientation Session for Entry Year Teachers and mentors. This session will be held prior to the beginning of the school year, and is mandated by state requirements for the Entry Year. **Both the Entry Year Teacher and the mentor are required by law to attend.**

The orientation session shall include:

- The roles and responsibilities of the mentor and the Entry Year Teacher
- Explanation of the Archdiocese of Cincinnati Entry Year Program including support, performance-based licensure assessment (Praxis III), and State of Ohio guidelines
- Completion/filing of the Candidate Profile forms which registers the EYT with the Archdiocese of Cincinnati Entry Year Program. The Entry Year Coordinator will register the EYT with the State of Ohio. This registration begins the process for the assignment/scheduling of the Praxis III assessment for those on a 2-year provisional license.

Praxis Orientation Session - Required for EYTs who will be Praxis III assessed

The Archdiocese of Cincinnati spans 3 Ohio Praxis Regions. Each Entry Year Teacher who will be Praxis III assessed is also required to attend a Regional Praxis Orientation session given by the Regional Praxis Coordinator. Mentor attendance at this meeting is optional. The Archdiocesan Entry Year Coordinator will provide information on the dates and times of this meeting.

II. Adhere to a Scheduled Meeting Time

The Mentor and the EYT must agree and adhere to a schedule of meeting times as a requirement of the Entry Year Program. This schedule may include flexible or common time as well as scheduled meeting times. Length and number of meeting times should be determined according to individual needs. An average of 30 minutes per week is a minimum requirement.

Examples:

- A. The mentor/EYT may meet 15 minutes before school on Tuesday and eat lunch together on Wednesday each week.
- B. The mentor/EYT may meet for 15-20 minutes the first week to discuss ways to implement B1 Fairness and B2 Developing Rapport. In week 2, they may meet for 45-50 minutes to discuss how the plan and suggestions were implemented.

III. Mentor/EYT Monthly Log

The documentation of the meetings and contact between the mentor and EYT is a required part of the Archdiocese of Cincinnati Entry Year Program. The mentor and the EYT must keep written documentation in the form of a Monthly Log. This log will be a signed record of dates and length of meeting times, subjects discussed and the dates of observations. The mentor and EYT will complete the log together when they conference. Both the mentor and EYT will keep his/her own copy of the Monthly Log. While such records are confidential, dates, times and general content shall be documented.

When the Entry Year is completed, this Monthly Log will become part of the Entry Year Teacher's professional file in the school office. Once a 5-year professional license is obtained, this log becomes the property of the EYT. The mentor will keep his/her copy of the log.

IV. Two Formal Pathwise Observations

Mentors will complete two (2) formal Pathwise observations (one each semester) with their Entry Year Teacher, which include a pre- and post-conference. Mentors will use observation forms based on Pathwise. The completed profiles, observation forms, summaries and suggestions will be property of the Entry Year Teacher.

More observations may be held as determined by the EYT and mentor. Informal observations of the EYT by the mentor throughout the year are encouraged. Entry Year Teachers are also encouraged to observe in other classrooms.

EYT/Mentors may choose to use the Praxis III forms that are found in the Praxis III: Classroom Performance Assessments Orientation Guide for the second observation instead of the observation forms found in the manual. These were not included in the Archdiocesan EY manual because of copyright laws. The Praxis III forms can be found on the website: www.CatholicCincinnati.org/schools ; Forms for Professional Development; Entry Year column; Praxis section.

The Entry Year Program is for formative assistance only. No mentor shall participate in any informal or formal evaluation of an Entry Year Teacher, nor make, or be requested or directed to make any recommendation regarding the continued employment of an Entry Year Teacher.

All interaction between the mentor and the Entry Year Teacher, whether this is part of their meetings, observations, or written in the Monthly Log, shall be regarded as confidential.

V. Entry Year Teachers who hold a 2-year provisional license will be Praxis III assessed by a State of Ohio trained Praxis assessor in February, March, or early April.

The Entry Year Teacher will be contacted in late January or mid February to set up a date for the Praxis. See the Praxis section of the manual for details. Praxis Support Meetings will be held in January-February. At these meetings, Archdiocesan Praxis Assessors will give information and answer questions about the process. See the website under Workshops to register.

Entry Year Teachers who hold non-tax certification or an alternative educator license will not participate in the Praxis III assessment. In place of the Praxis assessment, additional observations in the spring may take place. The original mentor or another mentor may complete this observation.

VI. Entry Year Final Reports

There are two documents that must be completed and sent to the Archdiocesan Entry Year Coordinator no earlier than April 15 and no later than May 15 of the Entry Year.

These two documents must be filed with the Archdiocese of Cincinnati.

1. **Archdiocese of Cincinnati Entry Year Program Final Report** - The Entry Year Teacher, mentor, and principal must complete the Archdiocese of Cincinnati Entry Year Program Final Report (see Section 2). The Entry Year Teacher and mentor present their completed monthly log to the principal as verification of the year's work.

Filing of the Final Report with the Archdiocese of Cincinnati is a requirement for the payment of the mentor stipend, the issuing of 4 CEUs to the mentor, and the Archdiocese of Cincinnati Superintendent's signature on the Entry Year Teacher's licensure application. A copy of the Final Report and the Monthly Log must be kept in the personnel file of the Entry Year Teacher at the school. Once a 5-year license is obtained, the Monthly Log becomes the property of the EYT. The Final Report remains a part of the EYT's personnel file.

2. **Archdiocese of Cincinnati Entry Year Program Assessment Form** - This document is found in Section 2, and is an evaluation of the Entry Year Program. The mentor and the Entry Year Teacher must complete this assessment of the program. The information from this tool will be used to improve the program.

The Archdiocesan Entry Year Coordinator will file a report of the Entry Year with the State of Ohio according to state guidelines. The format and substance of the report will include all information referenced in the state guidelines, and documentation showing candidates who have successfully completed the Entry Year in the Archdiocese of Cincinnati.

Summary of Requirements for Successful Completion of the Entry Year

1. **Attend the Entry Year Orientation Session; Praxis Orientation Session (2-year only)**
2. **Adhere to a scheduled meeting time – minimum average of 30 minutes per week**
3. **Both mentor and EYT keep the Monthly Log**
4. **Complete 2 Pathwise Observations – October and January**
5. **Complete the Praxis III – for 2-year licenses only**
6. **Submit one Final Report and Program Assessment Form (both mentor and EYT)**

Archdiocesan Entry Year Coordinator

The Archdiocesan Superintendent will appoint the Archdiocesan Entry Year Coordinator. The Archdiocesan Entry Year Coordinator will ensure that the Entry Year requirements are being met and facilitate the support provided to Entry Year Teachers and mentors. The Archdiocesan Entry Year Coordinator shall work with mentors and Entry Year Teachers to monitor and provide support in response to needs.

Mentor support may include regional mentor networking meetings, professional development opportunities including partnerships with universities and educational service centers. In addition, opportunities for feedback from mentors and Entry Year Teachers and providing information regarding Praxis III and other state regulations can occur.

Archdiocesan Oversight Committee

The Archdiocesan Oversight Committee (AOC) will be comprised of members from the Catholic School Office, appointed by the Superintendent. The Entry Year Coordinator will be an ex-officio member. The Archdiocesan Oversight Committee will determine the policy for the Archdiocese of Cincinnati Entry Year Program with input from the Entry Year Coordinator. The AOC will serve as a sounding board for the Archdiocesan Entry Year Coordinator regarding decisions involving the Entry Year.

The Archdiocesan Entry Year Coordinator will file a report of the Entry Year with the State of Ohio according to state guidelines. The format and substance of the report will include all information referenced in the state guidelines, and documentation showing candidates who have successfully completed the Entry Year in the Archdiocese of Cincinnati.