



New Staff Handbook

2015-16

## Welcome to OABCIG Schools

We welcome you to OABCIG and wish you a great first year. This booklet will provide some information that will be helpful to you as you begin your years at OABCIG.

- **Mentor Information**  
**OA-BCIG works with Northwest AEA to provide a positive mentoring program. New teachers will be assigned to work with a mentor from the district to assist you in becoming a great teacher. There will be four dates throughout the year when you and your mentor will go to mentor/mentee training session. Please let the building secretary know when you will be gone for this.**
  
- **Resources**
  - a. In House
    - Mistaya Hoefling
      - TAG/Curriculum/STEM
    - Julie Weeda
      - Tech Integration, Technology
    - Traci Allen
      - Media Specialist, Technology
  - b. AEA
    - i. Instructional Strategist
    - ii. Special Education Consultant
  
- **Collecting Money**
  - a. Diligently Document (green sheet in office)
  - b. Do not leave in room overnight
  
- **Tech Integration**
  - a. Expectations are that you use technology as a supplement to your classroom. Not necessarily as an everyday tool.
  - b. STEM
    - i. Implement STEM type lessons where you can – DEFINED STEM info, work with Alicia Nelson
  - c. Use of computers
    - i. Reminder they are public property and history of email, or browsing can be requested by press or public.
  
- **Professional Development Focus for 2015-16**
  - a. Professional Learning Communities (PLC)
  - b. Instruction practice

- c. Interventions
  - d. Rigor
- **Classroom Expectations**
  - a. Show each student you care about them
  - b. Be organized and ready each day
  - c. Expect students to be on task and engaged with learning from day 1
  - d. Classroom management vs chaos
  - e. Always have backup plans for subs- in a designated sub folder
- **Lesson Plans**
  - a. On Fridays I would like to see next week's plans for the 1<sup>st</sup> month (electronically or in my mailbox)
  - b. Always prepare more than you can get in during a class period
  - c. Should be able to relate what you cover to the Common Core Standards
- **Homework/Assessments**
  - a. Make them meaningful. Do not assign busy work.
  - b. Update frequently on JMC, do not go more than a week without updating.
  - c. Keep accurate records of student assessments
- **Emergency Plan**
  - a. Look for plan in your room, if you do not have one see me and we will get you one.
- **Absences**
  - a. Fill out form if you know ahead of time (in office)
  - b. Call me if in morning between 6-6:30 - no time is too early - 712-371- 4330
  - c. When you know ahead of time about an absent, please contact the secretary so that she may make substitute arrangements.
  - d. BE PREPARED FOR A SUB, might need to come in early to get stuff ready
- **Ordering**
  - a. Our budget is not unlimited, but we want to get you what you need
  - b. Don't buy without approval
  - c. Requisition procedures need to be followed
- **Evaluation Process**
  - a. All new teachers with an initial license will have 3 formal evaluations.
  - b. New teachers with a standard license will be have 2 formal evaluations.
  - c. I will be in and out of your room often. (Walkthroughs)
  - d. I will ask clarifying questions about what you are doing?

- **Building Information**

- a. Address: 600 S. Maple Street Odebolt, IA 51458
- b. Phone: 712-668-2827
- c. Fax: 712-668-2631
- d. Superintendent- Mr. Terry Kenealy
- e. Business Manager – Kathy Leonard
- f. Supt Secretary – Wanda Schiernbeck
- g. Custodial – Dale Godberson
- h. Custodial – Deanna Thies
- i. Kitchen – Joyce Flink, Amy Bensen, Joann Schnuckel
- j. Library – Traci Allen and Mary Rohlk
- j. Paras – Pat Bell, Kim Wunschel, Renae Brookbank, Sharon Uhl, Liz Simon, Kris Schroeder, Karen Hemer, Shawna Davis, Mary Sorenson