

TIPS Alert- October 23, 2009

TIPS of the Week

Each month, Dr. McGinley meets with a group of CCSD's Teachers of the Year to provide information and receive input from experienced teachers. Conversations with the Superintendent's Roundtable have covered everything from state legislation that impacts public education to solutions for saving resources when the budget has gotten tight. At a recent Roundtable discussion, veteran teachers discussed the need to support beginning educators in their first few years of teaching. During their conversations, many "tips" for first year educators were offered. Their tips, based on their own experiences, will be added to each TIPS Alert:

- Don't take it personally.
- This too shall pass.
- Learn from everyone—the good and the bad.
- Don't underestimate your impact on the students.
- Save some time for yourself—have a life!
- Prioritize. Get today's list done and add to tomorrow's, if necessary.
- Think about your classes. Pick one thing you want to fix. Work on that.

TIPS Professional Growth Opportunities

Impact of Poverty, Part I. (IND30119) on Thursday, October 29 from 4:30-6:30 in the Technology Meeting Area at the District Office on 75 Calhoun Street. This TIPS Induction Workshop is designed to assist all educators, K-12, in understanding the challenges people in poverty face. This understanding will assist you by providing practical support and guidance to improve your work with people from all socioeconomic backgrounds. Based on Ruby Payne's A Framework for Understanding Poverty, the instructor will give you the "nuts and bolts" of understanding the impact of poverty on student learning. This session has a follow-up session (Part II.) for those who are interested.

Literature Circles (IND30120) on Thursday, October 29 from 4:30-6:30 at Zucker Middle School. Join Annette Gadsden, CCSD's curriculum specialist for English Language Arts as she shares with you strategies and guidelines for facilitating literature circles in early childhood and elementary classrooms. Although the intended audience of this session is K-5 teachers, middle school and high school teachers are invited to attend should they wish to learn a literacy strategy adaptable for students in older classrooms.

TIPS Reminders

October 26—Professional Development Day for Teachers: Monday, October 26 is a district-wide professional development day. This means that all educators will be attending professional development sessions. According to the TIPS Professional Growth Matrix, induction educators may use school-based, learning community, or district professional development towards the completion of the TIPS points. Participants may use a maximum of 100 points in this category. Therefore, if you have not used the 100 points allotted for professional development on a previous school-based, learning community, or district professional development, you may certainly use the professional development you attend on Monday, October 26 for points. Please

refer to the "Documentation" column of the Professional Growth Matrix to determine how to verify your participation for TIPS points.

TIPS School Orientation: If you have not submitted a copy of the School Orientation Checklist to TIPS@charleston.k12.sc.us or through the courier to Melissa Parrish in Teacher Employment, please submit your checklists as soon as possible.

Professional Growth Matrix: Many questions have been coming in, such as "what counts for points?" and "how do I document for the points?" Please don't forget to check the Professional Growth Matrix in your guidebook, on the Intranet at <http://ccsd.charleston.k12.sc.us/hr/tips.html>, and on the Internet at <http://www.ccsdschools.com/Employment/Teachers/InductionTeachers.php>. Check the "Documentation" column of the matrix to determine how to verify your participation in a professional growth opportunity to receive points. If you are not sure how something should be identified on the matrix, do not hesitate to email me (Melissa) to ask for assistance.

Late Arrivals to TIPS Professional Growth Opportunities: Getting to a professional growth opportunity offered through TIPS can sometimes be pretty difficult, depending on the location of the event and when your school dismisses for the day. However, sometimes participants arrive the last 30 minutes just to receive the points for attending. TIPS Professional Growth Opportunities will be closed to admittance 20 minutes after start time. Therefore, should you arrive after the 20-minute late arrival time, you will need to register for a different opportunity. Should you know in advance you might not make the 20-minute late arrival time, please contact me (Melissa) ahead of time so I can advise you.

Certification Information

Many of our new teachers have received their S.C. Certification. Congratulations! If you have not received your S.C. Certification the instructions for applying for certification are listed below.

1. Complete the State Department application online at www.scteachers.org.
2. Refer to the checklist.
 - Send the application fee of \$95.00 (check or money order) to SCDE. **SCDE will not process any paperwork until this is received.**
 - Secure an appointment for fingerprinting with Integrated Biometric Technology at www.ibtfingerprint.com. the cost to have your fingerprints done electronically and sent to SCDE is \$54.20.
 - Arrange to have your official transcripts sent to SCDE.
 - Submit score reports to SCDE.
 - Submit the Recommendation to SCDE.
 - Submit Out of State Teaching Certificate (if you have one).
 - Arrange to have your Verification of Employment sent to SCDE.
 - Submit a copy of your social security card.
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3. Monitor the progress of your certification online at www.scteachers.org under "View Certification Status."

4. If you find that your address and/or name at the State Department is incorrect and needs to be updated, please fill out a Change/Action form with your current address and courier mail it to Marie Barnes. You can access the Change/Action form by going to the CCSD Intranet, Human Resources, Certificate Renewal, Change/Action form.

You must obtain your S.C. Certification within 90 days from the date of hire. If you have any questions or need assistance with the certification process, please contact Marie Barnes; marie_barnes@charleston.k12.sc.us.

I hope you all have had a great workday and are looking forward to your professional development day on Monday! Congratulations on making it through the first quarter—typically the toughest time for every new teacher! Yeah, you!

Melissa

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