PEDU 628

School Personnel Administration

Administrative Portfolio #2 Maintaining Personnel

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Honor Code

“I have neither given nor received help on this work nor am I aware of any infraction of the Honor Code.” Michael Petruzzi

**Interview**

 For this assignment, I spoke with my assistant principal about our ways and methods of maintaining personnel. We spoke about our mentoring program in Prince William County and how we maintain our teachers through mentoring, staff development, and the evaluation process in our school. We had spoken at length about mentoring and staff development since I had entered the administration program at Longwood University. I have also included personal observations about maintaining teachers in Prince William County as I am one of the teachers who has benefited from the programs we offer new teachers to maintain them and allow them to grow within their schools and the county.

**Mentoring**

 The mentoring program in Prince William County is extensive and very helpful to new teachers in their first year at Gar-Field. As a new teacher, you are placed with an experienced teacher to help you manage your firs year and to help with any issues that may arise during your first year. There is a group meeting every month to go over different aspects of teaching such as differentiation, human resources, and other topics that a first-year teacher would need to succeed. I found that the group meeting was very helpful in meeting new people and your co-workers. Mentors are sent to a professional development called the Mentor Institute where the mentors are taught how to mentor, how to lo the mentor hours and scenarios on how to help new teachers. The stipend for mentors is 750 dollars and there is a lead mentor in the individual schools and a whole support system at the central office to help mentors and new teachers navigate through their first year. I feel Prince William County has an excellent mentor program that not only helped me but helps other first year teachers succeed in their first year.

**Staff Development**

 There are many opportunities within the school and the county to effectively promote staff development and success in education. The professional development offered by the county include a wide range of topics and allows for success both in and out of the classroom. At the school level, we participate in Professional Learning Communities (PLC’s) that allow teachers to collaborate and participate in the course development process. In addition to the mentor program described previously, our school offers roles within the school to develop leadership skills and classroom management skills to be successful as a new teacher. The opportunities that have been offered to me during my time at Gar-field High School are many and have helped me achieve my personal and professional goals during my career.

**Evaluation Process**

 The evaluation process is imperative to the development and maintaining of new teachers. During a new teacher’s first three years, they are observed by the principal and assistant principal yearly and give a Professional Growth Plan to follow for success in the classroom. At the beginning of the year, teachers set S.M.A.R.T. Goals both individually and as PLC’s to give focused direction to the year. Before and after the observations, constructive and collaborative feedback is given to allow the teacher to grow and reflect on improvements to lessons and classroom management skills to make the teacher more successful in the classroom setting.

**Improving the Maintaining Personnel Plan**

 I feel that the maintaining personnel plan for our school and our county gives new and experienced teachers opportunities to grow and expand their careers in ways that not only develop the individual teacher but creates a culture of collaboration throughout the school. I have been very lucky to be on the receiving end of these opportunities and have used them to advance my career as an educator.