

Professional integration process



PREPARE THE RECEPTION



WARMLY WELCOME THE NEW TEACHER



MAKE YOURSELF AVAILABLE LISTEN TO THE CONCERNS OF THE NEW TEACHER AND LOOK AFTER THEM



SUPPORT THE NEW TEACHER IN THEIR PROFESSIONAL INTEGRATION



EVALUATE THE SCHOOL BOARD/CENTRE'S INTEGRATION PROCESS



BEFORE THEY ARRIVE

1

- Make sure the welcome kit is ready
- Inform everyone involved of the arrival of the new teacher
- Contact the new teacher to invite them to their welcome meeting
- Plan the matching of guides and their respective roles
- Organize their work environment (e.g., keys, office, codes)
- Plan co-teaching hours

WHEN THEY ARRIVE

2

- Introduce
 - The day's schedule
 - The welcome kit and its documents
 - Their new colleagues
 - Their pedagogical advisor, mentor or guide
- Plan a schedule of meetings
- Give a tour of the School Board/ Centre and its facilities

DURING THE FIRST FEW MONTHS

3

- Ensure that
 - The hours provided for the support role are carried out by all stakeholders.
 - All necessary materials and resources are available for the new teacher.
 - The new teacher receives all relevant information about the school organization.
- The new teacher is observed in class and workshop.
- The new teacher is supported in the gradual development of pedagogical planning.
- The new teacher is provided with constructive feedback.
- They are made aware of the conditions for obtaining the certificate and their performance evaluation.

DURING THE YEAR

4

- Continue
 - Providing constructive feedback on teaching
 - Making classroom and workshop observations
- Offering continuing education activities
- Informing the teacher about opportunities to contribute to school life
- Ensuring the evolution and progress of their pedagogical planning
- Validating their relationship with their new workplace
- Complying with meeting schedule
- Raising awareness about the building of their new professional identity
- Finding out about the teaching support received

AT THE END OF THEIR FIRST YEAR

5

- Ask for personal feedback from the new teacher:
 - About the integration process
 - About their new professional identity
- Make appropriate changes to support provided
- Validate the integration process of the School Board/ Centre with mentors and colleagues