

Novice Teacher Frequently Asked Questions

Evaluation

1. How does evaluation work for new teachers?

All new teachers are considered Probation-A, which means you will complete the formal evaluation cycle 3 times your first year.

2. What is included in the formal evaluation cycle?

The evaluation cycle includes goal setting at the beginning of the year, a pre-observation meeting, a formal observation, and a post-observation meeting. The notes and artifacts that are collected by your administrator will be available to you in MyPGS -> My Plans -> Select your current role -> Evidence, Observation, and Feedback.

3. What if I have an observation, but something else great happened that relates back to one of my goals?

You can upload your own artifacts! There is a section called “artifacts” this is a great place to share highlights of successes and wins in the classroom, in parent communication, PLC growth, etc.

4. Where do I find information about the Rubric that is used to evaluate me?

Once again MyPGS for the win! Click on Resources -> There are a lot of great resources available that are helpful for SLO's as well as Evaluation. In particular, the Teacher [Evaluation Critical Attributes](#) is an awesome resource that further breaks down the standards and indicators to help you understand what they “look like” in practice.

5. How do I choose a lesson or goals for my evaluation?

This is an important question for you to discuss with your site administrator that is assigned as your evaluator. Each school has site specific expectations for what to bring to your Evaluation meetings. Don't be afraid to ask what your school specifically asks from you.

6. Do I need to complete a Student Learning Objectives (SLO) my 1st year teaching?

No, you are exempt from completing an SLO your first year in WCSD. However, it isn't a bad idea to practice your assessment skills. The SLO process is a great

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example of how you should be collecting evidence of student understanding to plan effectively for them!

7. I am in my 2nd or 3rd year in WCSD, and I need some help with my SLO. Where can I find more information?

WCSD has an excellent [Student Learning Objectives website](#) with more information about the process, examples, expectations, and a plethora of other resources! If you have specific questions that you aren't able to find the answer to, please feel free to reach out to Marissa McClish, MMcClish@washoeschools.net

Novice Teacher Academy Requirements for Year 1-3 teachers

8. What are the requirements for Year 1 in the Novice Teacher Academy?

Year 1	• Attend the <i>Novice Teacher Summer Kickoff</i> Required • Traditional K-12 Novice Teacher ◦ Novice Teacher Regional Seminar (ES/Sec) Required • Special Education K-12 Teacher ◦ SPED 101 or Back to the Basics Required ◦ Novice Teacher Regional Seminar (ES/Sec) Suggested • Music Educators K-5 ◦ Novice Music Teacher Cadre Required ◦ 6-12 Music teachers Novice Teacher Regional Seminar Required • ARL Teachers ◦ Novice Teacher Regional Seminar Suggested • On-site Mentor for traditional K-12 and SPED teachers.
Year 2	• Complete <u>one 15 hr course</u> from your Novice Teacher Playlist
Year 3	• Complete <u>one 15 hr additional course</u> from your Novice Teacher Playlist

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You can find your Novice Teacher Playlist in [MyPGS](#):

Log in to MyPGS → Professional Learning → My Professional Learning → My PD Playlist → Novice Teacher Academy 26–27 (First Year Teachers)

Year 1, the only requirement is to attend the New Teacher Kickoff and Novice Teacher Regional Seminar.

Interested in a course not listed on the playlist?

As long as it focuses on classroom management, pedagogy, or content, it may count! Just email Nicolette for approval NSmith@washoeschools.net

9. I did not enroll in or complete the Novice Regional Seminar (NRS) during my first year. What do I do?

Educators must enroll in or complete NRS during Year 2, as this course is required for all new WCSD teachers. Unless they have a Principal Exemption. These can be accessed by the principal contacting the Mentoring and Induction Coordinator, Nicolette Smith NSmith@washoeschools.net

10. I am interested in a course not on the NTA playlist, can I still enroll?

Yes! As long as the course is approved by the Mentoring and Induction Coordinator. Course will only be approved that elevates and engages new teachers in classroom management, pedagogy, or Tier 1 instruction content.

11. What happens if I do not complete the required number of courses each year?

Failure to complete the annual requirements may be reflected on your annual performance evaluation and will be “incomplete” on your official transcripts.

12. I attended the New Teacher Summer Kick-off. Do I need to take an additional course in Year 1?

No, you will only be required to participate in a Novice Regional Seminar during your first year.

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13. I can't find the Regional Seminars on MyPGS. How do I register?

The Seminars are invitation only, so they aren't visible on MyPGS. You will automatically be enrolled in the Regional Seminar that aligns with the high school vertical where your school is located.

14. What if there is a Regional Seminar that is closer to my home, can I attend a different Regional Seminar than my assigned Vertical?

Absolutely! Just contact the Seminar Leads (listed on the [Novice Regional Seminar Calendar](#)).

15. What happens if I miss one of the Regional Seminars?

Not a problem! The Seminars are designed to be easily accessible with five K-5 and five 6-12 options each month. Please just reach out to the Seminar Leads for the session you would like to attend to ensure you have the information for their classroom location and any necessary artifacts they may be using!

16. What if I missed the Novice Teacher Kickoff over the summer?

No problem! You will be invited to attend the New Teacher Kickoff the following July!! This is a requirement that you can not be exempted from.

17. What does a mentor do for me?

Think of your mentor as a thought partner, not an evaluator.

They are there to support you in a safe, confidential, and non-judgmental way. Mentors are trained to help with:

- Classroom management
- Lesson and unit planning
- Establishing routines and expectations
- Family communication
- Behavior strategies

18. What if I don't know who my mentor is?

Your principal assigns your mentor. If you're unsure who yours is, reach out to your principal—they'll help you get connected!

19. What if I don't think my mentor and I are a good fit?

We want mentoring to be a supportive experience. If something isn't working, contact Nicolette Smith, Mentoring and Induction Coordinator, so we can troubleshoot and find the best support for you.

20. What if I don't have time to attend the Regional Seminar?

Attendance is required for all Year 1 novice teachers.

The good news: seminars are offered at various times, days, and locations, so there will be an option that fits your schedule.

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21. What if I was hired late and missed some seminars or mentoring hours?

If you were hired after Fall Break, you could stay in the Novice Teacher Academy for more than one year. If you don't think you need extra support, your principal can choose to remove you from the program.

22. I'm new to WCSD but not new to teaching. Do I still need to participate?

If you've taught in another district and believe you don't need a mentor or the Academy, discuss this with your principal. They can opt you out if you have prior experience and are demonstrating effective teaching through observations.

23. I don't see the Regional Seminars on MyPGS, How do I register?

You don't need to, since they are invitation-only; we will register you.

24. How do I see the dates for the classes or sections I am registering for?

Log in to MyPGS -> My Professional Learning -> My Courses, then click on the section for the course you're looking for, and you will see dates/times/locations.

Novice Teacher Resources

[Novice Teacher Learning Pathway](#)

WCSD [Novice Teacher Padlet](#)

[WCSD i-Ready Padlet](#)

[Infinite Campus Virtual Lab](#), Need help with Infinite Campus? Did you know you can schedule a 1:1 Teams meeting with an Infinite Campus specialist!! Register for the [Infinite Campus Virtual Lab](#), section #370 on MyPGS and they will reach out to schedule a time!

[Novice Regional Seminar Calendar](#)

[Print Shop](#) – WCSD has their own printing services. They have excellent prices, especially if you're making large copy order. Make sure to ask your head secretary for permission prior to using Print Shop.

[MyPGS](#) – this is where all the professional learning and evaluation resources for WCSD are housed.

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