

New Teacher Orientation

RIDE THE WAVE TO SUCCESS!



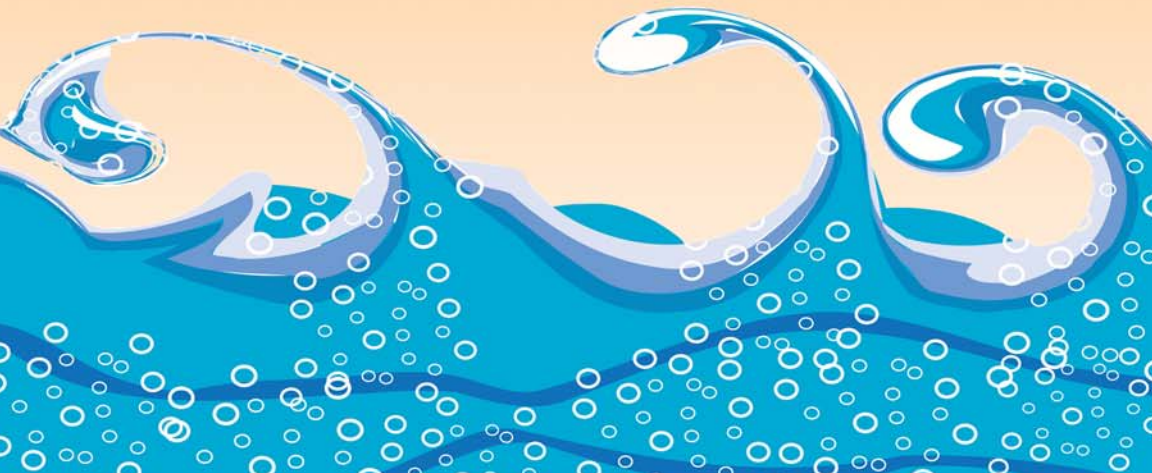
Miami-Dade County Public Schools



UNITED TEACHERS OF DADE



SHERATON MIAMI MART
AUGUST 9, 2007



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UTD Staff Liaison

Dear New Teachers:

Welcome to Miami-Dade County Public Schools, the fourth largest School District in the United States. We are delighted and honored that you have chosen Miami-Dade County as the community in which you will teach. Miami offers a vibrant, thriving community, with a wealth of history. Miami provides an exciting, diverse and challenging place in which to live and work.

During the next five days, you will participate in orientation and professional development activities that will assist you as you begin in your new position. In addition to initial orientation activities that will be held today, we have scheduled the following:

AUGUST 10, 2007

All new teachers who majored in education and teachers with previous teaching experience will report to Hialeah Sr. High School, 251 East 47 Street, Hialeah, Florida, 33013.

All new teachers who did not major in education, special area teachers and student services personnel will report to Miami Sr. High School. 2450 S.W. 1st Street, Miami, Florida, 33135.

AUGUST 13, 2007

All new elementary teachers, with the exception of Pre-K teachers, will report to Miami Sr. High School.

Pre-K teachers will report to Palm Springs Elementary School, 6304 E. 1st Avenue, Hialeah, Florida 33013.

Special Education Pre-K teachers will report to 5555 S.W. 93 Avenue, Miami, Florida 33165.

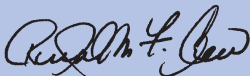
All new secondary teachers, special area teachers and student services personnel will report to Hialeah Sr. High School.

ON AUGUST 14 & 15, 2007

All new teachers and student services personnel report to their assigned school for further orientation.

We hope you find this orientation helpful as you begin your career with Miami-Dade County Public Schools. We strive to ensure that all new teachers receive the necessary support in order to maximize their success in the classroom. We are sure that you will find teaching in Miami-Dade County a truly rewarding professional experience.

Sincerely,



Rudolph F. Crew, Ed.D
Superintendent of Schools
Miami-Dade County Public Schools



Karen Aronowitz
President
United Teachers of Dade

NEW TEACHER ORIENTATION

SCHEDULE OF EVENTS - AUGUST 9, 2007

<p>8:00—8:45 a.m. West Hall</p>	<p>GENERAL SESSION</p> <p>Presiding Ms. Ava G. Byrne, <i>Deputy Superintendent</i> Professional Development</p> <p>Greetings Mr. Agustin Barrera, <i>Chair</i> The School Board of Miami-Dade County</p> <p>Dr. Rudolph F. Crew Superintendent of Schools</p> <p>Ms. Vera Hirsh, <i>Assistant Superintendent</i> Office of Human Resources Recruiting and Performance Management</p> <p>Ms. Karen Aronowitz, <i>President</i> United Teachers of Dade</p> <p>Overview of Miami Ms. Ava G. Byrne</p>
<p>For Sessions A, B, C & D, please go to the appropriate classroom based on your Regional Center.</p> <hr style="width: 50%; margin: auto;"/> <p>Regional Centers I & II - WEST HALL Regional Centers III & IV - FASHION 3 EAST SOUTH Regional Centers V & VI - FASHION 3 EAST NORTH</p>	
<p>9:00—10:00 a.m.</p>	<p>SESSION A - CERTIFICATION</p>
<p>10:05—11:05 a.m.</p>	<p>SESSION B - BENEFITS, COMPENSATION & RETIREMENT</p>
<p>11:05—11:15 a.m.</p>	<p>BREAK</p>
<p>11:15 a.m.—12:15 p.m.</p>	<p>SESSION C - PACES/IPEGS/MINT</p>
<p>12:15—12:45 pm</p>	<p>SESSION D - CIVIL RIGHTS COMPLIANCE</p>
<p>12:45—1:45 p.m.</p>	<p>LUNCH</p>
<p>1:45—2:45 p.m. East Hall</p>	<p>YOUR PROFESSIONAL ORGANIZATION Ms. Karen Aronowitz, <i>President</i>, United Teachers of Dade</p>
<p>2:45—3:00 p.m.</p>	<p>BREAK</p>
<p>3:00—3:30 p.m.</p>	<p>MEET YOUR REGIONAL CENTER STAFF</p> <p>Regional Center I - East Hall Regional Center II - West Hall Regional Center III - Fashion 3 East South Regional Center IV - 3S24 Regional Center V - Ballroom North Regional Center VI - Fashion 3 East North Zone - Ballroom South</p>

NEW TEACHER ORIENTATION INFORMATION TABLES

The information tables listed below are to assist you in becoming familiar with the services and benefits provided within the Miami-Dade County Public Schools. The information tables are located with the Vendor Fair in the West Hall and will be available all day.

- ALTERNATIVE PROFESSIONAL PREPARATION PROGRAM (AP3)
- BEGINNING TEACHER PROGRAM
- CENTER FOR PROFESSIONAL LEARNING (CPL)
- CERTIFICATION
- CIVIL RIGHTS AND DIVERSITY COMPLIANCE
- COMPENSATION
- COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)
- DADE READING COUNCIL
- EMPLOYEE ASSISTANCE PROGRAM (EAP)
- EMPLOYEE INSURANCE BENEFITS
- FLORIDA DIAGNOSTIC AND LEARNING RESOURCE SYSTEM (FDLRS)
- NATIONAL BOARD CERTIFIED TEACHERS OF MIAMI-DADE, INC.
- PARENT ACADEMY
- PTA/PTSA
- SPECIAL EDUCATION
- THE EDUCATION FUND
- UNITED TEACHERS OF DADE (UTD)
- UNITED WAY
- WLRN/TEACHER'S CHOICE

VERIFICATION OF ATTENDANCE/ SIGN IN PROCEDURES

To verify attendance, you must sign in at the end of each day. Forms will be distributed and collected during the afternoon sessions. The attendance form attached to this program must be given to the school principal or location supervising administrator.

PLEASE NOTE:

Sign in forms will be distributed and collected at the end of each day. The attendance form attached to this program must be submitted to your principal.

EVALUATIONS

An online evaluation form must be completed to insure proper credit. Instructions for completing the evaluation are provided at the Center for Professional Learning (CPL) table.

INFORMATION CENTER

Extra copies of materials, messages and people to answer questions will be at the registration table. The registration table is located in the lobby of the Sheraton Miami Mart.

LUNCH

Lunch is provided by our sponsors. Please stop by to visit them.

NEW TEACHER ORIENTATION ATTENDANCE RECORD

ATTENDANCE IS MANDATORY FOR SALARY PAYMENT

To receive payment for attendance at this orientation, please complete the form below and submit to the school principal or work location supervising administrator upon returning to your work location.

TIME OF SESSION	DAY OF ORIENTATION	INITIAL
7:30 a.m. - 3:30 p.m.	Thursday, August 9, 2007	
7:30 a.m. - 3:30 p.m.	Friday, August 10, 2007	
7:30 a.m. - 3:30 p.m.	Monday, August 13, 2007	

NOTE: If you fail to attend a full session, you will be required to sign a leave card when you report to your assignment.

I certify that I have attended the New Teacher Orientation Sessions as indicated below by my signature.

EMPLOYEE NUMBER	
NAME - PRINT CLEARLY	
EMPLOYEE SIGNATURE	
WORK LOCATION NAME/NO.	
DATE	

DATE: August 14, 2007

TO: Principal or Work Location Supervising Administrator

FROM: Christine Master, Assistant Superintendent
Instructional Support and Development

The above information verifies attendance of the employee listed at the New Teacher Orientation Session. This information should be used when preparing the payroll for your work location and retained in your files. Please review NOTE above with the employee for leave cards as appropriate. Thank you.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.



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Miami, FL 33183
305-270-5234

MIAMI LAKES
5890 NW 158th St.
Miami Lakes, FL 33014
305-556-5312

DOWNTOWN MIAMI
1498 NE 2 Ave.
Miami, FL 33132
305-379-0623

HOMESTEAD
16460 SW 304 St.
Homestead, FL 33033
305-248-7476