

Carver Career and Technical Education Center

New Teacher Orientation

<i>COUNTY</i>	<p>KANAWHA COUNTY SCHOOLS REGULAR EMPLOYEE/SUBSTITUTE REQUIREMENTS</p> <p>-The following items must be completed and/or submitted to the Kanawha County Schools Department of Human Resources before a substitute or regular employee application will be processed.</p> <p>-Applications:</p> <ul style="list-style-type: none">-Teaching/Vocational Application completed-*Waiver* <p>-Human Resources Specialist:</p> <ul style="list-style-type: none">-Interview-Request to Hire <p>-Certification Specialist:</p> <ul style="list-style-type: none">-Copy of West Virginia Teaching Certificate-Copy of Test Scores PPST/PRAX/PLT-Verification of non-KCS teaching experience (If applicable)-FBI criminal history record check (Fingerprint \$45.35) for Initial Licensure-There is a \$35.00 fee (includes the cost for your license.) <p>-Orientation:</p> <ul style="list-style-type: none">-Drug-Free prevention policies and signature. Drug Screen Form-Passed Drug Screen-Official College Transcripts-Three references must be received from the following:<ul style="list-style-type: none">-Superintendents, principals, supervisors, cooperating teachers,-College/university professors or supervising teachers-Verification of previous KCS teaching experience (If applicable)-Criminal History Record Check (Fingerprinting for state only \$28.85 fee)-ATTEND ORIENTATION-PHYSICAL-RECORD OF NEGATIVE TUBERCULIN SKIN TEST-Employee Data Form-Employee Acknowledgement of Handbook-Code of Conduct Acknowledgement-Employment Eligibility Verification Statement (14)-Copy of Driver's License and Social Security Card-Completed exemption form (W-4) for federal income tax-Completed exemption form (I.T.104) for state income tax-Health Insurance Marketplace Coverage Options-Completed SafeSchools Online Orientation Requirements-Internet Form ID Badge-Substitute Teacher Job Description-403B Annuity-MENTORSHIP-Employee Safety Acknowledgement-Direct Deposit Form
---------------	--

<p><i>STATE</i></p>	<p>-Must take basic Skills Test – or meet exemptions for the requirements that are listed in WVDE Policy 5202 – Master’s Degree or ACT or SAT Scores. Must at least achieve Basic Skills Examination at Permit Level in all 3 areas of testing, Reading Comprehension, Language Expression and Math Concepts.</p> <p>-Complete and submit as directed by Kanawha County BOE, V-9, V-10 and any other required certification paperwork required for initial certification. Also submit High School and College transcripts and appropriate industry credentials as required in Appendix C.</p> <p>-Once all required paperwork is completed and submitted to Kanawha County BOE, the Board must meet and vote on approval of your application at the next scheduled board meeting.</p> <p>-Next step is to complete CTE Teacher Training as listed:</p> <p>CTE Teacher Education Training – through the Department of CTE at WVU – Tech (Undergraduate Credit – WVU TECH and Graduate Credit – Marshall (ATE) all courses administered by WVU TECH/CTE) 18 Hours Total.</p> <p>Year One – Attend 2 Week Summer Workshop (Summer July) 6 hours of college credit received.</p> <p>Fall – Two 4-day workshops, -- 3 hours college credit.</p> <p>Spring – Two 4-day workshops – 3 hours college credit.</p> <p>*NOTE: The College credit for the summer, fall and spring workshops are Tuition Free. *NOTE: Must complete course work at “B” Average for Year One.</p> <p>Year Two – Must complete CTED 304 Safety in CTE (Marshall ATE 524) and a 3 HOUR CTE Elective as directed by Regional Teacher Educator.</p> <p>NOTE: CTE Instructor is responsible for the tuition for each 3-hour class. NOTE: Must complete coursework in year two with “B” average to be eligible for 5-year CTE Certificate.</p>
<p><i>SCHOOL</i></p>	<p>-Orientation to Technology, if needed-Email, Schoology, Technology in classroom – Debbi Kise</p> <p>-Supply needs – Kelly Ramsey</p> <p>-Student Services -- Meaghan Nelson</p> <p>-Student & Teacher Handbook --Debbi Kise</p> <p>-Forms needed--to Lisa Dorsey & Lori McNabb</p> <p>-Special Education Coordinator – Orlando Dowell/Gill Heasley</p> <p>-Classroom Management -- Lisa Dorsey or Lori McNabb</p> <p>-Teacher/Student Handbook Policy J25</p> <p>-Curriculum – WVDE website – Career and Technical Education</p> <p>-Safety – Lisa Dorsey, Lori McNabb, Lync Symsn, Michelle Harper, Greg Reynolds, Debbi Kise, Bruce Hamrick, Chris Trotter</p>