

Induction Requirements

	Mentee		School based mentor	Lead Mentor	Administrator
Agreement	Sign agreement		Sign Agreement	Sign Agreement	Sign Agreement
Observations	Visit classrooms for observation of your school based mentor or another highly effective teacher in your school Use Mentee Observation Tool		Observation of mentee (additional may be arranged upon request of AP) Use Pre and Post Observation Tools	Administration may request your assistance with making arrangements for coverage	Work with your new teacher and mentor to secure coverage or designate your Lead Mentor to assist with arrangements
Year 1	2 observations – suggested 1 fall and 1 spring				
Year 2	1 observation - 1 fall				
Professional Development (All Induction participants will attend New Teacher Academy Day 1)	TEMP CERT	PROF CERT	YEAR 1 -Assist mentee in signing up for NTA Course# 16443 in ProGOE This is a one-time event YEAR 2 - Job Specific PD 6 hrs. per year	Share training opportunities/resources with Mentors and Mentees.	Part of Mid-Year and Final check
	Yr. 1-NTA & GK Practice	New Teacher Academy and/or Job Specific PD			
	Yr. 2 Enter PDCP or take online College, if needed				
Mentoring Meetings	TEMP CERT	PROF CERT	Meet with mentee. Refer to possible topics sheet or use topics naturally generated by inquiry. Collect log from mentee week of 5/1 and forward to your Lead Mentor	Collect weekly mentoring logs from your school based mentors and submit along with NTIP Affidavits to district by May 15, 2020	Part of Mid-Year and Final check
	Yr. 1 - Weekly	Twice a month, both years			
	Yr. 2- Twice a month				
Completion Paperwork Year 1 & Year 2	Submit log and sign affidavit to school based mentor		Sign affidavit and turn in mentee mentoring log to Lead Mentor	Submit affidavits and mentoring logs by May 15, 2020 to district	Complete a final review of mentees with your Lead Mentor and Sign affidavits
Induction Roster	N/A		N/A	N/A	Due 8/30 ,3/13 & 5/15 to District