

# Induction Requirements

|   | Mentee  |  | School based mentor   | Lead Mentor   | Administrator  |
|---|---|--|---|---|--|
| <b>Agreement</b>  | Sign agreement  |  | Sign Agreement  | Sign Agreement  | Sign Agreement   |
| <b>Observations</b>   | Visit classrooms for observation of your school based mentor or another highly effective teacher in your school<br><b>Use Mentee Observation Tool</b> |  | Observation of mentee (additional may be arranged upon request of AP)<br><b>Use Pre and Post Observation Tools</b>  | 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 |
| <b>Year 1</b>   | 2 observations – suggested 1 fall and 1 spring  |  |   |   |  |
| <b>Year 2</b>   | 1 observation - 1 fall  |  |   |   |  |
| <b>Professional Development</b><br><br>(All Induction participants will attend New Teacher Academy Day 1) | <b>TEMP CERT</b>  | <b>PROF CERT</b>                           | <b>YEAR 1</b> -Assist mentee in signing up for NTA Course# 16443 in ProGOE<br>This is a one-time event<br><b>YEAR 2</b> - Job Specific PD<br>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  |  |   |   |  |
| <b>Mentoring Meetings</b>   | <b>TEMP CERT</b>  | <b>PROF CERT</b>                           | Meet with mentee. Refer to possible topics sheet or use topics naturally generated by inquiry. Collect log from mentee week of 4/29 and forward to your Lead Mentor | Collect weekly mentoring logs from your school based mentors and submit along with NTIP Affidavits and Agreements to district by <b>May 4, 2022</b> | Part of Mid-Year and Final check   |
|   | Yr. 1 - Weekly  | Twice a month, both years                  |   |   |  |
|   | Yr. 2- Twice a month  |  |   |   |  |
| <b>Completion Paperwork Year 1 &amp; Year 2</b>   | Submit log and sign affidavit to school based mentor  |  | Sign affidavit and turn in mentee mentoring log to Lead Mentor  | Submit Affidavits , Agreements, and Mentoring Logs by May 4, 2022 to district   | Complete a final review of mentees with your Lead Mentor and Sign Affidavits                                       |
| <b>Induction Roster</b>   | N/A   |  | N/A   | N/A   | Due 9/17 ,12/10 & 2/25 & 4/29  |