**Induction Requirements**

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|  | **Mentee** | | **School based mentor** | **Lead Mentor** | **Administrator** |
| **Agreement** | Sign agreement | | Sign Agreement | Sign Agreement | Sign Agreement |
| **Observations** | Visit classrooms for observation of your school | | Observation of mentee |  |  |
|  | based mentor or another highly effective teacher in your school  **Use Mentee Observation Tool** | | (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** | **TEMP CERT** | **PROF CERT** | **YEAR 1**-Assist mentee in signing up for NTA  in Frontline This is a one-time  event  **YEAR 2**- Job Specific PD  6 hrs. per year |  |  |
| **(All Induction participants will attend New Teacher Academy Day 1)** | Yr. 1-NTA &  GK if needed, Classroom Management | New Teacher Academy and/or Job Specific PD | Share training opportunities/resources with Mentors and Mentees. | Part of Mid-Year and Final check |
| Yr. 2 Enter PLCP 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.  All mentoring meetings are logged on Mentoring log in Frontline |  | 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** | Complete log and sign affidavit to school-based mentor | | Sign affidavit and turn in to Lead Mentor | Submit **affidavits** and ***agreements*** to admin for signature. Upload signed affidavits and agreements to Google Folder. | Complete a final review of mentees with your Lead Mentor and Sign affidavits and agreements. Keep a hard copy at school for 5 years. |
| **Induction Roster** | N/A | | N/A | N/A | Due 9/16,12/9, 2/24 & 4/26 |