

# 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 <b>Use Mentee Observation Tool</b>		Observation of mentee (additional may be arranged upon request of AP) <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>  (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 This is a one-time event <b>YEAR 2</b> - 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				
<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 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 <b>May 20, 2021</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 and mentoring logs by May 20, 2021 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 9/15, 12/14, 3/12, & 5/20