

# Induction Requirements

	<b>Mentee</b>		<b>School based mentor</b>	<b>Lead Mentor</b>	<b>Administrator</b>
<b>Agreement</b>	Sign agreement		Sign Agreement	Sign Agreement	Sign Agreement
<b>Observations</b>	Visit classrooms for observation of your school		Observation of mentee		
	based mentor or another highly effective teacher in your school <b>Use Mentee Observation Tool</b>		(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>	<b>TEMP CERT</b>	<b>PROF CERT</b>	<b>YEAR 1</b> -Assist mentee in signing up for NTA in Frontline 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
<b>(All Induction participants will attend New Teacher Academy Day 1)</b>	Yr. 1-NTA & GK if needed, Classroom Management	New Teacher Academy and/or Job Specific PD			
	Yr. 2 Enter PLCP 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. 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				
<b>Completion Paperwork Year 1 &amp; Year 2</b>	Complete log and sign affidavit to school-based mentor		Sign affidavit and turn in to Lead Mentor	Submit <b>affidavits</b> and <b>agreements</b> 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.
<b>Induction Roster</b>	N/A		N/A	N/A	Due 9/16,12/9, 2/24 & 4/26

