

Induction Checklist 1st Year

Beginning Teacher's Name _____

Mentor's Name _____

Year _____

Orientation - *Beginning of Year*

- _____ School Improvement Plan
- _____ District's Evaluation Plan
- _____ Professional Development Plan/Standards
- _____ Short Term/Long Term Goals (Using Continuum)

Coaching Cycle (1) - *Second Semester (3rd Quarter)*

- _____ Planning Conference (Pre-Conference)
- _____ Observation
- _____ Data Analysis and Interpretation
- _____ Reflecting Conference (Post-Conference)
- _____ Protégé Written Reflection

Professional Development (Hot Topics, Workshops, Conferences, etc.)

- _____ 1 _____ (*1st Semester*)
- _____ 2 _____ (*2nd Semester*)

New Teacher's Written Reflection

(One per quarter based on prompt provided by Mentor)

_____ 1) _____ 2) _____ 3) _____ 4)

Mentor's Written Analysis – of New Teacher's Written Reflection *(One per quarter)*

_____ 1) _____ 2) _____ 3) _____ 4)

_____ **Contact Log Hours** (*Continuously during the year - Can include emails, phone calls, face to face meetings, etc.*)

Induction Checklist 2nd Year

Beginning Teacher's Name _____

Mentor's Name _____

Year _____

Orientation - Beginning of Year

- _____ School Improvement Plan
- _____ District's Evaluation Plan
- _____ Professional Development Plan/Standards
- _____ Short Term/Long Term Goals (Using Continuum)

Coaching Cycle (2) - (1st Semester)

- _____ Planning Conference (Pre-Conference)
- _____ Observation
- _____ Data Analysis and Interpretation
- _____ Reflecting Conference (Post-Conference)
- _____ Protégé Written Reflection

Coaching Cycle (3) - (2nd Semester)

- _____ Planning Conference (Pre-Conference)
- _____ Observation
- _____ Data Analysis and Interpretation
- _____ Reflecting Conference (Post-Conference)
- _____ Protégé Written Reflection

Professional Development (Hot Topics, Workshops, Conferences, etc.)

- _____ 1 _____ (1st Semester)
- _____ 2 _____ (2nd Semester)

New Teacher's Written Reflection

(One per quarter based on prompt provided by Mentor)

_____ 1) _____ 2) _____ 3) _____ 4)

Mentor's Written Analysis - of New Teacher's Written Reflection (One per quarter)

_____ 1) _____ 2) _____ 3) _____ 4)

_____ Contact Log Hours (Continuously during the year - Can include emails, phone calls, face to face meetings, etc.)