# New Teacher Induction Checklist

Mentor-Inductee Activities and Discussion

New Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Week | Topic | Date | Mentor/Coach | Teacher Signature |
| Orientation/First Week | Building Tour |  |  |  |
| Orientation/First Week | -Introduction to Key Personnel-Supporting students with special needs |  |  |  |
| Orientation/First Week | Safety Drills--Fire Drills-Lock Downs-Locations outside, location for sheltering off-site-Parent Communication & Introductions |  |  |  |
| First Week | Discuss anything the inductee needs the first week including classroom management and assembly behavior protocols |  |  |  |
| First Week | -School Calendar and Daily Schedule,-Morning and Dismissal Procedures, -Review Student Handbook |  |  |  |
| First Day or preservice orientation | -Taking Attendance-Using the “follow me” printer and copier |  |  |  |
| September 1st week | Teacher Absence Reporting |  |  |  |
| 2nd week of school | -Creating assignments and assigning grades in CSIU-Purchase Orders-forms and procedures |  |  |  |
| September | -Substitute Plans-OAC: Review members and invite new industry members |  |  |  |
| September | -Discipline Procedures and -Entering Discipline in the SIS |  |  |  |
| September | CareerSafe:Employability and Interview SkillsOSHA 10-hour Safety Training |  |  |  |
| September | CIP meetings w/PSU |  |  |  |
| September | Review IEPs for students in your class. Meet with the Special Pops staff member assigned to your classroom.Discuss IEP input forms and support completion |  |  |  |
| September | Review:-Classroom Management Plan-SAP referrals |  |  |  |
| Sept/Oct | CTSOs/Skills USA-Requesting a field trip and field trip procedures |  |  |  |
| Fall before tours begin | Student Recruiting and marketing your program |  |  |  |
| October | OAC meetings-Fall requirements and proceduresDoc Available: -Establishing and Operating Effective Occupational Advisory Committees-Discuss Books needed-approved by OAC |  |  |  |
| October | NOCTI Pre-test and NOCTI basics (more will be covered in a meeting) |  |  |  |
| October-first week | How to sign into PAETEP to complete an evaluation response |  |  |  |
| End of October | Entering Final MP Grades, Report Card Comments |  |  |  |
| November | Show how to access the Staff Handbook and resources on the S drive |  |  |  |
| November | Prep for Open House |  |  |  |
| November | Review Teacher Evaluation Procedures |  |  |  |
| November | Requesting Professional Development or Conference-Forms and procedures |  |  |  |
| December | NOCTI Pre-test Score Reports |  |  |  |
| December | Learning Walks and Observations |  |  |  |
| December | Field trip proceduresRemind Inductee to register for next PSU course |  |  |  |
| February | Student Recruiting and program marketing |  |  |  |
| February | Book orders due |  |  |  |
| February | Registering for Voc. I courses and Tuition Reimbursement |  |  |  |
| March | OAC meetings-Spring requirements and procedures |  |  |  |
| March | NOCTI-proctors, supplies, etc. |  |  |  |
| May | Awards Ceremony Student certificates |  |  |  |
| May | Review NOCTI Scores and discuss data informed planning |  |  |  |
| May | School Year Reflection  |  |  |  |
| May/June | Review/Renew Emergency Certifications |  |  |  |
| June | End of Year Procedures |  |  |  |
| Choose 2 dates during early November and anytime in February-1 shop and 1 theory room visit no more than 45 minutes. | Mentor observes inductee teaching and provides non-evaluative feedback. Note: *MUST schedule ahead so someone can cover the mentor’s class during this time.* Guidance will be provided on this process ahead of time. |  |  |  |
|  | Student Projects and Portfolios |  |  |  |
| May | Take an inventory of supplies with mentor and make a list of needed equipment, tools, and consumables (both in stock and needed) |  |  |  |

Coach will work with new teachers before starting in the classroom if they start mid-year.

**Future notes**:

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| **Add to activities** | **Add to Induction meetings** | **Add to handbook** |
| Induction Reflection Journal-TBD | MAX Teaching and Collins writing workshops with coach | PSU notes |
|  | RP two-day workshop and planning session with coach |  |
|  |  |  |

**Staff handbook**-needs to be a pdf, should be handed out during onboarding

-Access previous teacher’s files/lessons, etc.-assign transfer to Network administrator?