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

Analysis of Student Work - (2nd Semester)
______ 1)

Professional Development
_____ 1 ________________________________ 1st Semester
_____ 2 ________________________________ 2nd Semester

New Teacher’s Reflection on Practice (One per quarter)
_____ 1) _________ 2) _________ 3) _________ 4)

Mentor’s Written Analysis - (One per quarter)
_____ 1) _________ 2) _________ 3) _________ 4)

Contact Log Hours (Continuously during the year)

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

Coaching Cycle (3) – Second Semester
_____ Planning Conference (Pre-Conference)
_____ Observation
_____ Data Analysis and Interpretation
_____ Reflecting Conference (Post-Conference)
_____ Protégé Written Reflection

Analysis of Student Work - (2nd Semester)
_____ 1

Professional Development
_____ 1 ___________________________ 1st Semester
_____ 2 ___________________________ 2nd Semester

New Teacher's Reflection on Practice (One per quarter)
_____ 1) _________ 2) _________ 3) _________ 4)

Mentor's Written Analysis - (One per quarter)
_____ 1) _________ 2) _________ 3) _________ 4)

Contact Log Hours (Continuously during the year)

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