

**District 49 SSP Induction Packet**

Educator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grades/Subjects Taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\

**Professional Development Hours Year 1**

Inductees are required to complete a minimum of **30 professional development hours** during year 1. Professional development activities must align with the educator’s professional learning plan and meet all zone/building and department requirements. A maximum of 8 hours of induction credit may be awarded per activity.

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| Focus Area/ Course Title | Date(s) | Types of Training (PLC, Conference, PD Day,etc.) | Contact Hours |
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| **Total Hours** | | |  |

**Mentoring Hours Year 1**

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| **July** | |
| * Tour Building (entrances, alarm codes, office, mailboxes, lounge, parking, introduce key building personnel, teacher restrooms, library, music, gym, copy machine/code, location of shared curricular materials, etc.) * Review district and zone mission and vision; share building mission and vision * Review how to access Board of Education policies (mandatory reporting, health, safety, harassment, substance abuse, non-discrimination, and bullying) * First day expectations and schedule * Communication with stakeholders   + Expectations for parental/guardian communication     - How to make parent contact lists in email   + Website/ teacher pages * Share school-wide behavior philosophy and management program/protocols   + Discipline procedures/office referral * Emergency procedures * Bell schedules/Early dismissal/Late start schedules * Team Planning Times/Meeting Times * Review caseload * Staff handbook and professionalism | * Access Schoology for pertinent groups and courses * Accessing and checking out testing kits * Review mission and vision of the individualized education department * Review department expectations and norms * Accessing IEPs in Enrich * Expectations for developing IEP goals * Accessing quarterly IEP progress reports * Accessing Special Education Reference Guide * Procedures for special services (Medicaid, online service logs) * Review expectations for accessing buildings on a consistent basis and sign-in sheet locations * Mileage reimbursement, when applicable * Maintaining student special education files * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for July** | | | | | |  |

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| **August** | |
| * Staff leave   + Requesting a sick day/ personal day in Aesop * Evaluation   + Discuss, clarify, and answer questions regarding the evaluation process (following annual admin evaluation orientation)   + Support with self-assessment and goal setting process   + Support with Student Learning Outcomes (SLOs) | * Assessment   + Benchmark procedures, dates, and materials   + Review initial benchmark results * Online platforms: (i.e. Alpine Achievement, Acadience, Assessment Rating Scales, etc.)   + Other platforms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for August** | | | | | |  |

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| **September** | |
| * Using assessment data to support services * MTSS Plans   + MTSS Procedures   + Progress monitoring   + Communication with parents * READ Plans (K-3)   + Review READ Act Handbook * Communicating student progress with parents (progress reports, parent-teacher conferences, student work samples, etc.) * Review emergency procedures | * Discuss mentee’s primary concerns/issues * Schedule Observation #1 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Complete observation section below) * Schedule observation debrief between mentor/mentee * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for September** | | | | | |  |

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| **October** | |
| * Reflect on student achievement & growth   + Collaborate with case manager/ classroom teacher to ensure accommodations are being documented   + Share tips on addressing concerns with parents   + Reflect on student behavior & learning environment     - Discuss concerns/issues | * Discuss preparation for formal evaluations/observations * Check Aha Network for upcoming learning opportunities * Self-care reflection * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for October** | | | | | |  |

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| **November/December** | |
| * Progress report procedures * Preview the end of semester activities/holiday activities and adjust services as needed * Discuss planning for second semester (review caseload, evaluation planning, etc.) * Review mid-year evaluation process and reflect on progress towards goals | * Complete Observation #2 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Complete observation section below) * Schedule observation debrief between mentor/mentee * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for November/ December** | | | | | |  |

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| **January** | |
| * Review professional goals and personal goals for self-care * Review spring assessment calendar and adjust services as needed * Reflect on mentoring hours and professional development hours to remain on track to complete induction requirements | * Check Aha network for upcoming courses and learning opportunities * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for January** | | | | | |  |

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| **February/March** | |
| * Communicating student progress with parents (progress reports, parent-teacher conferences, student work samples, etc.) * Discuss goals and progress in professional development * Self-care reflection * Complete Observation #3 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Complete observation section below) | * Schedule observation debrief between mentor/mentee * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
| **Date** | **Time** | **Hours** |  | **Date** | **Time** | **Hours** |
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| **Total Mentoring Hours for February/March** | | | | | |  |

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| **April/May** | |
| * Evaluation   + Discuss, clarify, and answer questions regarding the EOY evaluation process   + Reflect on progress towards goals * Reflect on evidence of student achievement & growth   + Artifacts uploaded demonstrating student progress   + Reporting progress to parents * Discuss end of year events happening in May * End of Year Procedures   + Check out procedures   + Expectations for summer office clean out   + Ordering for next year | * Reflection on the year--what worked; what didn't * Check Aha Network for summer professional development opportunities * Complete Observation #4 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Complete observation section below) * Schedule observation debrief between mentor/mentee * Discuss preparation for EOY induction meeting * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Goal: Write a professional goal for the month to track with mentor** | | | | | | |
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| **Mentoring Hours** | | | | | | |
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| **Total Mentoring Hours for April/ May** | | | | | |  |

**Peer Observations Year 1**

At least one observation is required each quarter.

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| **Quarter** | **Date** | **Time** | **Location** | **Who/What was observed** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**Lead Mentor / Inductee Meetings Year 1**

A check-in meeting with the lead mentor and inductee is required at least once per semester to provide additional support and to ensure that inductees are on-track for induction completion.

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| --- | --- | --- | --- | --- |
| Semester | Date | Time | Topic | Lead Mentor Signature |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**Professional Development Hours Year 2**

Inductees are required to complete a minimum of 15 professional development hours during year 2.

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| Focus Area/ Course Title | Date(s) | Types of Training (PLC, Conference, PD Day, etc.) | Contact Hours |
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| **Total Hours** | | |  |

**Mentoring Hours Year 2**

Inductees are required to complete a minimum of 15 mentoring hours during year 2.

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| **Date** | **Time** | **Topics Discussed** | **Hours** |
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| **Total Hours** | | |  |

**Peer Observations Year 2**

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| **Quarter** | **Date** | **Time** | **Location** | **Who/What was observed** |
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| 2 |  |  |  |  |

**Lead Mentor / Inductee Meetings Year 2**

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| Semester | Date | Time | Topic | Lead Mentor Signature |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

**Induction Requirements:** *This section to be completed by the professional learning team during induction end of year meetings*

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|  | Year 1 | Year 2 | Questions/Areas for Additional Support |
| Inductee has completed minimum requirements for professional development |  |  |  |
| Inductee has completed minimum mentoring requirements |  |  |  |
| Inductee has completed the required peer-observations |  |  |  |
| Inductee has successfully completed all induction requirements |  |  |  |

The inductee has successfully completed at least 2-years of teaching in District 49 and is recommended to complete the induction program.

\_\_\_\_\_\_ \_\_\_\_\_\_

YES NO

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| Inductee Signature |  | Lead Mentor Signature |
|  |  |  |
| Date |  | Principal Signature |

Signatures indicate that the educator has completed the requirements of the district induction program. There is no evaluation of inductees “Educator Effectiveness Rating” either stated or implied.