

## Pleasant Valley School District – Induction Program

The goals of the Pleasant Valley School District Educator Induction Program is to provide each inductee with a general orientation to the Pleasant Valley School District and to increase his/her knowledge and improve his/her instructional skills.

### Expectation of the Mentor

Meet with the inductee during the beginning of the school year to explain the school's daily routine, review planned courses, and discuss the nature of the school community. Introduce the inductee to other school personnel and fellow department members.

Familiarize the new educator with the building and special resources, explain the school schedule, attendance procedures, policy and procedures, and the ordering of supplies. Use the support checklist to document dates of completion.

Meet frequently with inductee. Once a week September through January then once every other week February through May to provide instructional support and serve as a resource. Document meetings with activity logs.

Completed activity logs should be submitted to HR by May 15<sup>th</sup> along with the Support teacher evaluation.

### Expectation of the Inductee

- Attend all scheduled sessions with your Mentor and Principal.
- Play an active role in the mentoring relationship.
- Seek help from Mentor, Principal and other Professional Staff.
- Maintain Induction/Mentoring forms and checklists.
- Complete Inductee evaluation form and support checklist. Submit to HR by May 15<sup>th</sup>.



# Pleasant Valley School District



## Principal or Assistant Principal

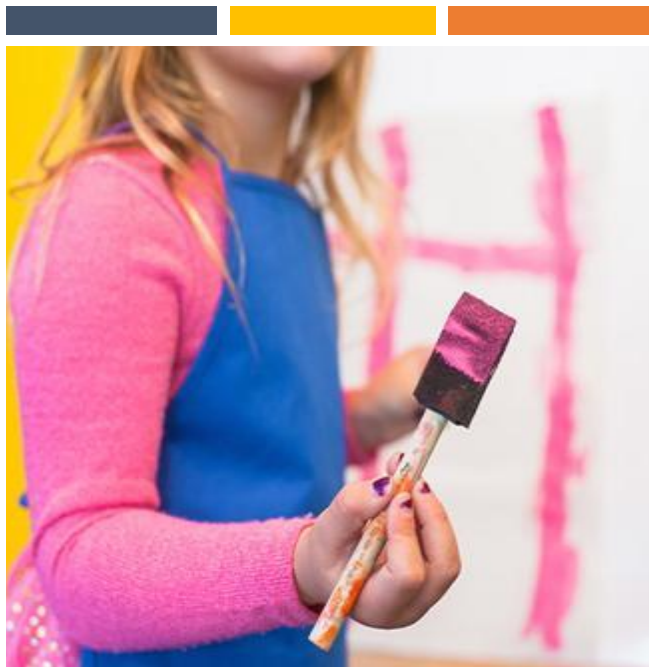
Meet with inductee no less than once/month separate from building meetings to discuss the following and to review items on the support checklist.

- Open House procedures
- Progress reports
- Assessment Deadlines
- Evaluation of teachers
- Conferences with parents
- Professional Development
- Collegial practices
- School Policy

Establish a school culture, ensure reasonable working conditions, promote and encourage opportunities, and engage in periodic check-ins with the new educator. Document the meeting dates on the support checklist.

## Timeline

- 8/17/22 – New Teacher Orientation
- 8/24 & 8/25 – Opening Day & Staff Dev.
- 8/29/22 – First Student Day
- 10/10/22 – Staff Development
- 11/30/22 – Activity Log Due
- 2/28/23 – Activity Log Due
- 3/23/23 – Staff Development
- 5/15/ 23 – Activity Log Due
- 5/15/23 – Support Teacher Checklist Due
- 5/15/23 – Inductee & Mentor Evals Due
- 6/2/23 – Staff Development (Tentative)



## District Goals

To improve student performance and achievement.

To provide a safe school environment for all students and staff.

To improve methods for effectively communicating with our school district residents.

To design and deliver a comprehensive staff development program for all classifications of personnel that ensures a cycle of continuous growth and improvement.

To conduct studies that focus on current and future facilities and staff needed by the school district to improve efficiency of operation.