

SUPPORT TEACHER CHECKLIST

The following checklist contains items that will be reviewed with your inductee during the induction process. As each area is covered, please indicate the date of completion.

Building Principal Information Items

- | | |
|--|---|
| <input type="checkbox"/> Building Orientation | <input type="checkbox"/> Complaint Policy |
| <input type="checkbox"/> Teaching Schedule | <input type="checkbox"/> Confidentiality |
| <input type="checkbox"/> Fire Drill Procedures | <input type="checkbox"/> Curricular Programs (Reading, Math) |
| <input type="checkbox"/> Discipline Policy | <input type="checkbox"/> Parent Communications |
| <input type="checkbox"/> Evaluations/Ratings | <input type="checkbox"/> Assessment Deadlines |
| <input type="checkbox"/> Reporting Suspected Child Abuse | <input type="checkbox"/> Reporting Suspected Drug and Alcohol Use |
| <input type="checkbox"/> Student Retentions | <input type="checkbox"/> Supplemental Contract / Activities |
| <input type="checkbox"/> Nurse/Counselor Referrals | <input type="checkbox"/> Open House |
| <input type="checkbox"/> SAP/IST Programs | <input type="checkbox"/> Security and Safety Procedures |

Mentor Information Items

- | | |
|--|---|
| <input type="checkbox"/> Ordering Supplies | <input type="checkbox"/> Substitute Procedures |
| <input type="checkbox"/> Ordering A-V Materials | <input type="checkbox"/> Building Procedures |
| <input type="checkbox"/> Non-Teaching Duties | <input type="checkbox"/> Homework Policy |
| <input type="checkbox"/> Lesson Plans | <input type="checkbox"/> Student Folders |
| <input type="checkbox"/> Curriculum Guidelines | <input type="checkbox"/> Securing Personal Valuables |
| <input type="checkbox"/> In-Service Days | <input type="checkbox"/> Duplicating Procedures |
| <input type="checkbox"/> Instructional Materials Center | <input type="checkbox"/> Faculty, Department, Curriculum Meetings |
| <input type="checkbox"/> Reporting Absences | <input type="checkbox"/> Detailed Budget Requests |
| <input type="checkbox"/> Field Trip Procedures | <input type="checkbox"/> Report Cards/Grading |
| <input type="checkbox"/> End-of-Year Procedures | <input type="checkbox"/> Assessment Strategies |
| <input type="checkbox"/> Classroom Observations | <input type="checkbox"/> Reporting Progress of Students |
| <input type="checkbox"/> Knowledge of Community | <input type="checkbox"/> Parent Contacts |
| <input type="checkbox"/> Differentiating Instruction | <input type="checkbox"/> Standardized Tests |
| <input type="checkbox"/> Email | <input type="checkbox"/> District / Student Systems |
| <input type="checkbox"/> Mandatory Trainings
(Online) | (i.e., IC, Comply, Schoology, Aesop) |

The above-mentioned topics are to serve as a guideline for you to follow in conducting your weekly meetings with your Inductee. You will find that certain items may not pertain to your grade level/subject area. Please feel free to add to the list as the need arises. Support teachers are encouraged to share the latest research findings with the inductees in order to keep them aware of the latest trends in education.

_____ *Inductee Signature*

_____ *Mentor Signature*

_____ *Bldg. Principal Signature*

PLEASE PRINT NAME OF INDUCTEE: _____

Completed checklists are to be returned to the Human Resource Office at the close of the Induction Program (Mid-May).

Date Received by HR _____