

Induction and Mentor Expectations School Librarian

Induction School Librarian

- Attend all induction meetings (see induction schedule).
- Meet monthly with mentor.
- Observe mentor once in the fall and once in the spring.
- Participate in a pre and post conference and observation (fall) and an observation and post conference (spring).
- Complete and submit three reflection activities throughout the year. Activities will be assigned via email or cluster meetings by the library coordinator.

Mentors School Librarian

- Attend all required mentor meetings.
- Observe assigned teacher once in the fall and once in the spring and complete the *Collaborative Assessment Log*.
- Conduct a pre and post conference and observation in the fall and an observation and post conference in the spring.
- Meet monthly with assigned teacher and complete the *Mentor Contact Log* via the google form that will be emailed to mentors at the end of each month.
- Submit the *Mentor Assurance Form* and all other requested paperwork on time, and in a timely manner.

Resources on HCS Website: [Departments](#) > [Human Resources](#)>[Teacher Evaluations](#)>[Mentors](#)>[Mentor Resources](#)