

Induction Program Record (District PreK-12)

Inductee: _____ Mentor: _____

A. Activities to be completed by inductee:

Activity	Signature of Mentor/Administrator/Induction Council Representative/IU Representative
1. Attend district orientation	
2. Attend scheduled IU Workshops	
a. August Orientation Day 1-Year 1	
b. August Orientation Day 2 – Year 1	
c. IEPs and Special Education – Year 1	
d. Professional Ethics – Year 1	
e. Diverse Learner Strategies and Cultural Awareness – Year 1	
f. Technological and Virtual Engagement – Year 1	
3. Meet with mentor on a regular basis	
4. Attend Year 2 Meetings	
a. Summer/Fall Meeting – Year 2	
b. Winter Meeting – Year 2	
c. Spring Meeting – Year 2	
4. Complete and submit Program Record	
5. Complete and submit Program Evaluation	
6. Complete and submit Needs Assessment	

**Mentor and Inductee are expected to discuss each area listed below in context of current position as well as possible future positions. Mentor should initial/date as each topic listed below is covered in planned meetings.

District Pre-K-12:

DATE	TOPIC	DATE	TOPIC
_____	Discipline	_____	Community Resources
_____	Classroom Management	_____	Field Trip Procedures
_____	De-escalation Techniques	_____	Library Services
_____	Student Rights & Responsibilities	_____	Pupil Support Services (guidance, nurse, home/school visitor, psychologist, referral services, special education services, ESL
_____	Grading	_____	Federal Programs i.e. Title I, II, III
_____	Retention	_____	PA Academic Standards/Assessment Anchors
_____	Homework Policy	_____	Assessment Analysis
_____	Teacher /Student Handbook	_____	STC Program
_____	Confidentiality	_____	Enrichment/Gifted Program
_____	Chain of Command	_____	Transportation
_____	Materials Acquisition	_____	Code of Professional Practice and Conduct for Educators
_____	Attendance/Requisition Procedures	_____	Others Unique or Appropriate to the District
_____	Schedule	_____	Transportation
_____	Extra Duties	_____	Cultural Awareness
_____	School Safety	_____	Mental Wellness
_____	School Closings	_____	Trauma-Informed Instruction
_____	Record Keeping	_____	Technological and Virtual Engagement
_____	Home/School Communications Procedures	_____	Code of Professional Practice and Conduct for Educators
_____	Internal Communications	_____	Others appropriate or unique to the district
_____	Conference Procedures		
_____	Curriculum Development		
_____	Textbook/Resource Materials		

The signatures below certify that the above named inductee has completed the requirements of the Induction Program.

District Name _____ Mentor _____

Supervisor/Principal _____ Date _____

Superintendent _____ Date _____