

New Teacher Induction Completion Booklet

TO BE USED THROUGHOUT THE INDUCTION PROCESS AS
EVIDENCE OF COMPLETION OF THE REQUIRED ASSIGNMENTS

South Williamsport Area School District
2021-2022 SCHOOL YEAR | DUE TO THE SUPERINTENDENT BY JUNE 1

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Needs Assessment for Teacher Inductees

NEEDS ASSESSMENT FOR TEACHER INDUCTEES

Complete by September 10 and return to your Mentor.

Inductee's Name: _____

Mentor's Name: _____

Inductee's Signature: _____

Mentor's Signature: _____

Building: _____

Date Completed by Inductee: _____

The following will assist you, as an Inductee, to inventory your experiences and areas of need. The information provided will assist your mentor in supporting your professional growth. Please complete this form and the following rating scale and give them to your assigned mentor.

1. Previous educator experience, including student teaching and internship

2. List your three strongest assets as an educator.

Pre-Induction Survey--The Teacher Induction Program Is designed to support your professional growth. To help us do so, please rate your current level of concern for the following topics.

	No concern		Somewhat concerned		Very concerned
Expectations					
1. District Curriculum	1	2	3	4	5
2. Lesson Plans	1	2	3	4	5
3. PA standards	1	2	3	4	5
4. District policies	1	2	3	4	5
6. Teacher Evaluation Process	1	2	3	4	5
Teaching					
7. Personalization/Differentiation	1	2	3	4	5
8. Effective Teaching strategies	1	2	3	4	5
9. IEPs/Modifications/Accommodations	1	2	3	4	5
10. Instructional Technology	1	2	3	4	5
11. Assessments/Evaluation/Data	1	2	3	4	5
Classroom Management					
12. School-Wide Positive Behavior	1	2	3	4	5
13. Lesson planning	1	2	3	4	5
14. Assessments – Formative / Summative	1	2	3	4	5
15. Organizing the classroom	1	2	3	4	5
16. Managing Paperwork	1	2	3	4	5
17. Accessing materials, supplies, equipment	1	2	3	4	5
18. Budgeting	1	2	3	4	5
Relationships & Professionalism					
19. Empowering & building a rapport with students	1	2	3	4	5
20. Parent Communication / Conferences	1	2	3	4	5
21. Colleagues	1	2	3	4	5
22. District Employees	1	2	3	4	5
23. Principals, Administrators, Board of Education	1	2	3	4	5
24. Community	1	2	3	4	5
Other					
25. Your number of years of teaching experience ____					
26. List any other concerns here:					

Checklist of Induction Discussions

The components of the Framework for Teaching listed below are to be addressed during the school year. Initial and date each topic as it is reviewed and discussed.

Domain 1: Planning and Preparation

Date	Mentor	Inductee
	Initials	
____ 1. Personalization/Differentiation	_____	_____
____ 2. Lesson Plans	_____	_____
____ 3. Materials Acquisitions	_____	_____
____ 4. Special Education	_____	_____
____ 5. School Library	_____	_____
____ 6. Pupil Support Services	_____	_____
____ 7. Student Assessments	_____	_____
____ 8. Data Collection and Analysis	_____	_____

Domain 2: The Classroom Environment

Date	Mentor	Inductee
	Initials	
____ 1. Classroom Management	_____	_____
____ 2. Discipline	_____	_____
____ 3. School Facilities	_____	_____
____ 4. School Procedures (Classroom and non-classroom)	_____	_____
____ 5. Custodial/Clerical Relations	_____	_____
____ 6. SWPBIS	_____	_____

Domain 3: Instruction

Date	Mentor	Inductee
	Initials	
____ 1. Technology Integration	_____	_____
____ 2. Courses of Study	_____	_____
____ 3. Teaching Strategies	_____	_____
____ 4. Communicating Clearly and Accurately	_____	_____
____ 5. Demonstrating Flexibility and Responsiveness	_____	_____
____ 6. PSSA (as applicable)	_____	_____
____ 7. Keystone Exams (as applicable)	_____	_____
____ 8. Standards Aligned Systems	_____	_____
____ 9. Student Learning Objectives (SLOs)	_____	_____
____ 10. Teaching Diverse Learners (IEP, ELs) inclusively	_____	_____

Domain 4: Professional Responsibility

Date	Mentor	Inductee
	Initials	
____ 1. Professionalism	_____	_____
____ 2. Record Keeping/Reporting	_____	_____
____ 3. Custodial/Clerical Relations	_____	_____
____ 4. Teacher Evaluation/ Educator Effectiveness Act 82 of 2012	_____	_____
____ 5. Parent/Teacher Relationships	_____	_____
____ 6. Parent Conferences	_____	_____
____ 7. School Policy/Procedures	_____	_____
____ 8. Handbooks	_____	_____
____ 9. Budget	_____	_____
____ 10. Student Rapport	_____	_____
____ 11. Co-Curricular Activities	_____	_____
____ 12. PTO/PTA	_____	_____
____ 13. Professional Development	_____	_____

Monthly Reports

August Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

September Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____

Date _____

Comments

It is recommended that during this month, you observe your mentor teacher at least once.

October Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

It is recommended that during this month, you observe a grade level or content teacher.

November Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

It is recommended that during this month, you observe a teacher referred to you by your principal.

December Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

January Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____

Date _____

Comments

It is recommended that during this month, you observe a teacher in a different building or spend a day with a teacher in another district.

February Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____

Date _____

Comments

March Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

April Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal's Signature _____ Date _____

Comments

May Teacher Induction Report

Mentor _____ Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Principal’s Signature _____ Date _____

Comments

Evaluation of Program

Post-Induction Survey--After going through the Teacher Induction Program, please rate your current level of concern for the following topics.

	No concern		Somewhat concerned		Very concerned
Expectations					
1. District Curriculum	1	2	3	4	5
2. Lesson Plans	1	2	3	4	5
3. PA standards	1	2	3	4	5
4. District policies	1	2	3	4	5
6. Teacher Evaluation Process	1	2	3	4	5
Teaching					
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Classroom Management					
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18. Budgeting	1	2	3	4	5
Relationships & Professionalism					
19. Empowering & building a rapport with students	1	2	3	4	5
20. Parent Communication / Conferences	1	2	3	4	5
21. Colleagues	1	2	3	4	5
22. District Employees	1	2	3	4	5
23. Principals, Administrators, Board of Education	1	2	3	4	5
24. Community	1	2	3	4	5

Other

25. Your number of years of teaching experience ____

26. List any other concerns here:

To be filled out by Inductee

1. Did this program provide the support that you needed to make the transition to the District? Explain.
2. What topics/workshops would you suggest be added to aid an incoming teacher?
3. What changes in the program would you recommend?
4. To what extent were the following objectives met by the program?

	Excellent	Good	Fair
Improvement of teaching skills			
Adjustment to the district and building standards and methods of operation			
Adjustment to student needs			
Professional development			

Comments:

Inductee Signature _____

Date _____

End-of-Year Review with Building Principal

Inductee End-of-the-Year Review with Building Principal: To be completed by Inductee and Principal – Mentor may attend this meeting as well

At the conclusion of this meeting, the building principal will forward this completed packet along with a letter to the employee and the superintendent that the new teacher has successfully completed their mentor program. Letter of completion will be placed in employees personnel file.

Teacher's Reflection on the School Year:

Principal's Comments:

Teacher Signature: _____

Date: _____

Principal Signature: _____

Date: _____