

CENTRAL COLUMBIA SCHOOL DISTRICT NEW TEACHER INDUCTION

RESPONSIBILITIES OF NEW TEACHERS

1. Attend an orientation meeting to introduce them to the induction program
2. Attend administrative induction presentations monthly on:
 - a. Classroom Management/Discipline
 - b. Review of Benefits
 - c. Check for Understanding/Homework
 - d. Clinical Supervision/Observations
 - e. Technology in the Classroom
 - f. Curriculum
 - g. Special Education/Inclusion
 - h. Student Assessment
 - i. Professional Conduct and Expectations
3. Attend building and special education meetings as assigned
4. Use the mentor-teacher relationship to become familiar with the requirements, policies, and practices of school district
5. Work with mentor teachers as needed
6. Identify immediate area(s) of concern
7. Meet with mentor teachers for assistance concerning the following:
 - a. Parent communication and relations (conferencing)
 - b. Classroom management (grouping, time management and behavior modification)
 - c. Instructional processes (learner motivation, pupil grading/evaluation, planning and scheduling)
 - d. Obtaining resources (materials and support services)
 - e. Preparing for evaluation (clinical supervision)
 - f. Preparing district reports (attending, mini-grants, lunch count, etc.)
 - g. Reviewing teacher handbook
 - h. Other (i.e., district/building standards and resource personnel, etc.)
8. Develop a good working relationship with the mentor teacher
9. Develop an awareness of effective classroom management skills and curriculum delivery
10. Foster continual professional growth in the teaching profession by implementing induction team recommendations
11. Develop internal feelings of loyalty to the school district and a positive attitude about teaching
12. Formally complete the induction program including the Tenure Track Program and the Teacher Induction Program Checklist