

SUPERVISOR “END OF YEAR CHECKLIST”

Induction Teachers (Year One):

- 1.
- 2.
- 3.
- 4.

- ___ Completed and Signed Induction Checklist **(Send to Cheryl Latorre)**
- ___ Signed New Teacher Induction form **(Send to Cheryl Latorre)**
- ___ Long-Term Professional Development Plan **(Send to Cheryl Latorre)**
- ___ Portfolio (Principal Reviews and returns to Teacher)

Tenure Track Teachers (Year One):

- 1.
- 2.
- 3.
- 4.

- ___ Signed Year One for Non-Tenured Teachers form **(Send to Cheryl Latorre)**
- ___ Long-Term Professional Development Plan **(Send to Cheryl Latorre)**
- ___ Portfolio (Principal Reviews and returns to Teacher)

Tenure Track Teachers (Year Two):

- 1.
- 2.
- 3.
- 4.

- ___ Signed Year Two for Non-Tenured Teachers form **(Send to Cheryl Latorre)**
- ___ Updated Portfolio (Principal Reviews and returns to Teacher)
 - Include Assessment and Test Design
 - Include Record of Building Participation

Tenure Track Teachers (Year Three):

- 1.
- 2.
- 3.
- 4.

- ___ Signed Year Three for Non-Tenured Teachers form **(Send to Cheryl Latorre)**
- ___ Updated Portfolio (Principal Reviews and **sends to Cheryl Latorre**)
 - Include Record of District Participation