

**CENTRAL COLUMBIA SCHOOL DISTRICT
4777 OLD BERWICK ROAD
BLOOMSBURG, PA 17815**

TEACHER INDUCTION PROGRAM CHECKLIST

New Teacher's Name: _____ Principal's Name: _____

Mentor Teacher's Name: _____ Building: _____

Orientation

	<u>Mentor</u>	<u>Inductee</u>
A. Distribution and explanation of handbooks, policies, contracts, various business and management procedures, and curricular materials.....	_____	_____
B. Submission of various business office administration forms.....	_____	_____
C. P.S.E.A. organizational business	_____	_____
D. Meeting and consultation with mentor teacher.....	_____	_____
E. Three year tenure track.....	_____	_____
F. Room or office preparation.....	_____	_____
G. Certification.....	_____	_____
H. Professional Development Plan.....	_____	_____
I. Contract interpretation and benefits.....	_____	_____
J. Retirement Planning.....	_____	_____
K. Resource Teacher Program.....	_____	_____

Inductee Program to Address the Following:

A. Dealing with problems of individual students.....	_____	_____
B. Slow learner in the classroom.....	_____	_____
C. Classroom discipline.....	_____	_____
D. Motivating students.....	_____	_____
E. Dealing with individual differences.....	_____	_____
F. Assessing students' work.....	_____	_____
G. Relations with other staff.....	_____	_____
H. Thinking skills.....	_____	_____
I. General orientation and housekeeping needs.....	_____	_____
1. Organization of class work.....	_____	_____
K. Materials and supplies.....	_____	_____
L. Other emerging problems encountered by the inductee.....	_____	_____

Process: The process of induction shall ensure that the first year teacher is familiar with:

A. Support Services		
1. Guidance services and personnel.....	_____	_____
2. Librarians and libraries.....	_____	_____
3. Health services and personnel.....	_____	_____
4. Special services and special services personnel		
a. Psychologist.....	_____	_____
b. Special Education Services.....	_____	_____
c. Child Welfare Services.....	_____	_____
d. Instructional Media Services.....	_____	_____
e. Student Assistance Program.....	_____	_____

Teacher Induction Program Checklist

Mentor

Inductee

- d. Attitude.....
- e. Mannerisms.....
- f. Observations of other teachers.....
- g. Reinforcement.....
- h. Cooperative learning.....
- i. Motivation.....

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Communication Process

1. Parents

- a. Informing parents of classroom and building procedures parent.....
- b. Parent conference planning.....
- c. Parent conference content (grading, assessment, and reporting).....

_____	_____
_____	_____
_____	_____

2. Community

- a. Public relations.....
- b. Recruiting volunteers and resource persons.....
- c. Soliciting other resources.....
- d. Confidentiality.....

_____	_____
_____	_____
_____	_____
_____	_____

E. Socialization Process

1. Faculty

- a. Introduction of first year teacher to faculty and support staff.....
- b. Attendance at department/building functions throughout the year.....
- c. Involvement of first year teachers in the major events/ projects of the school

_____	_____
_____	_____
_____	_____

2. Community

- a. Acquaint the first year teacher with housing, churches, hospital, universities, businesses, industries, and recreational facilities.....
- b. Provide background on community and organizations.....
- c. Discuss moral and ethical values of the community.....

_____	_____
_____	_____
_____	_____

This topic outline is up-dated on an annual basis.

Principals' Use Only
(Please check all that apply)

- _____ This certifies that the above inductee satisfactorily completed Central Columbia School District's Teacher Induction Program requirements.
- _____ This certifies that the above inductee satisfactorily completed all the requirements of the first year of the Three-Year Program for Non-Tenured Teachers.
- _____ The certifies the inductee completed an optional project during the first year of employment.
- _____ All professional portfolio requirements have been satisfied as listed in the Tenure Track document.
- _____ I recommend for continued employment for the second non-tenured year of service to the Central Columbia School District.

Principal

Date

Superintendent

Date

*****Please return to the District Office, Attn: Tracy Krum*****