

Beginning and Experienced New Teacher Timeline

Monroe County School District Induction Program (revised July, 2020)

Month	Administration Responsibilities	Mentor(BT)/Peer (ENT)Responsibilities	Beginning Teacher(BT) Responsibilities (less than 2 years experience)	Experienced New Teacher(ENT) Responsibilities (at least 2 years experience)	Completion (Initial Below)
August PD Contact and Data Coach attend School Induction Group Meeting in either August or September	<ul style="list-style-type: none"> Select Mentors(BT)/Peers (ENT) Assign and communicate mentor/peer matches prior to new teacher start date Ensure that mentors/peers are trained or attend required training Check-in weekly with new teachers the first month of school Conduct informal walkthroughs and provide coaching Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Attend mentor/peer training or complete update review Meet with mentee for ½ day on the new teacher preplanning day Meet with mentee ½ hour per week (BT)or twice a month(ENT) Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Provide curriculum resources such as lesson plans, instructional materials, web resources, etc. 	<ul style="list-style-type: none"> Attend New Teacher Orientation Meet with your mentor teacher and set up a weekly meeting time. Review Charlotte Danielson rubric with your mentor teacher. Begin Charlotte Danielson Module 2 to prepare for observation. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Attend New Teacher Orientation Meet with your peer teacher and set up a bi-weekly meeting time. Review Charlotte Danielson rubric with your peer teacher. Begin Charlotte Danielson Module 2 to prepare for observation. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	New Hire _____ Mentor _____
September PD Contact and Data Coach attend School Induction Group Meeting in	<ul style="list-style-type: none"> Meet quarterly with new teachers Conduct classroom walk-throughs Monitor the support provided to the new teacher Review PGP with new hires 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Assist teacher in analyzing data Assist mentee with PGP goals Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 2 and begin Module 3. Continue your meetings with your mentor teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 2 and begin Module 3. Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	New Hire _____ Mentor _____

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either August or September			<ul style="list-style-type: none"> Finalize PGP with your mentor and meet with your principal. Prepare for your first lesson coaching with your mentor. 	<ul style="list-style-type: none"> Finalize PGP with your peer and meet with your principal. Prepare for your first lesson coaching with your peer. 	
October	<ul style="list-style-type: none"> Conduct informal and/or formal observations. Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Complete lesson coaching cycle with your mentee/peer. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Review observation outcomes with your mentor/peer. 	<ul style="list-style-type: none"> Continue your meetings with your mentor teacher. Complete Charlotte Danielson Module 3 Complete lesson coaching cycle with your mentor. This can be live or you can upload a lesson video to Canvas for your mentor to view. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Review observation outcomes with your principal and mentor. 	<ul style="list-style-type: none"> Continue your meetings with your peer teacher. Complete Charlotte Danielson Module 3. Complete lesson coaching cycle with your peer. This can be live or you can upload a lesson video to Canvas for your peer to view. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Review observation outcomes with your principal and peer. 	<p>New Hire _____</p> <p>Mentor _____</p>
November	<ul style="list-style-type: none"> Meet monthly with new teachers Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Begin working on Charlotte Danielson Module 1. Continue your meetings with your mentor teacher. Attend quarterly meeting with your 	<ul style="list-style-type: none"> Begin working on Charlotte Danielson Module 1. Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction 	<p>New Hire _____</p> <p>Mentor _____</p>

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		<ul style="list-style-type: none"> Demonstrate a lesson in the classroom for mentee/peer. 	<ul style="list-style-type: none"> School Induction Support Group if scheduled (4 per year). Informally watch your mentor modeling a lesson. 	<ul style="list-style-type: none"> Support Group if scheduled (4 per year). Informally watch your peer modeling a lesson. 	
December	<ul style="list-style-type: none"> Meet monthly with new teachers Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Help mentee prepare for mid-year meeting Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 1. Continue your meetings with your mentor teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Meet with your principal before the end of 2nd quarter. 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 1. Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Meet with your principal before the end of 2nd quarter. 	<p>New Hire</p> <p>_____</p> <p>Mentor</p> <p>_____</p>
January	<ul style="list-style-type: none"> Meet with teacher for mid-year review Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Begin working on Charlotte Danielson Module 4. Continue your meetings with your mentor teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Do a mid-year review of your PGP goals with 	<ul style="list-style-type: none"> Begin working on Charlotte Danielson Module 4. Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Do a mid-year review of your PGP goals with your peer teacher and your principal. 	<p>New Hire</p> <p>_____</p> <p>Mentor</p> <p>_____</p>

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			<ul style="list-style-type: none"> your mentor teacher and your principal. Prepare for your second observation with your principal. 	<ul style="list-style-type: none"> Prepare for your second observation with your principal. 	
February	<ul style="list-style-type: none"> Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/twice a month Informally observe teacher in classroom Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 4. Continue your meetings with your mentor teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Complete lesson coaching cycle with your mentor. This can be live or you can upload a lesson video to Canvas for your mentor to view. 	<ul style="list-style-type: none"> Complete Charlotte Danielson Module 4.C Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<p>New Hire _____</p> <p>Mentor _____</p>
March	<ul style="list-style-type: none"> Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Make sure you have all documentation submitted in Canvas Continue your meetings with your mentor teacher. Attend quarterly meeting with your School Induction 	<ul style="list-style-type: none"> Make sure you have all documentation submitted in Canvas Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<p>New Hire _____</p> <p>Mentor _____</p>

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			<ul style="list-style-type: none"> Support Group if scheduled (4 per year). Review your second observation outcomes with your mentor and your principal. Informally observe your mentor modeling a lesson. 	<ul style="list-style-type: none"> Review your second observation outcomes (if you have been observed) with your peer and your principal. Informally observe your peer modeling a lesson. 	
April	<ul style="list-style-type: none"> Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month Help mentee prepare for End of Year meeting Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). 	<ul style="list-style-type: none"> Continue your meetings with your mentor/ peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Complete your Canvas District Induction Course by April 15. 	<ul style="list-style-type: none"> Continue your meetings with your peer teacher. Attend quarterly meeting with your School Induction Support Group if scheduled (4 per year). Complete your Canvas District Induction Course by April 15. 	<p>New Hire _____</p> <p>Mentor _____</p>
May	<ul style="list-style-type: none"> Meet with new teachers for End of Year Evaluation Conduct informal and/or formal observations Monitor the support provided to the new teacher 	<ul style="list-style-type: none"> Meet with mentee ½ hour per week/peer twice a month 	<ul style="list-style-type: none"> Begin preparing for your end of the year meeting by gathering Charlotte Danielson evidence and artifacts, including student work samples. Continue your meetings with your mentor teacher. 	<ul style="list-style-type: none"> Begin preparing for your end of the year meeting by gathering Charlotte Danielson evidence and artifacts, including student work samples. Continue your meetings with your peer teacher. 	<p>New Hire _____</p> <p>Mentor _____</p>