**The purpose of this Induction Program is to:**

* Assist newly-licensed professional staff members, veteran professional staff members new to an organization, and incoming formerly out-of-state professional staff members in making a smooth transition into the organization’s teaching-learning environment.
* Increase the content knowledge/instructional skills of new-to-school/district professional staff members, if such a need is identified, and to ensure that educators who are new to Colorado are knowledgeable about educational practices typical to Colorado.
* Provide support for retaining effective educators.

**Induction Participants Checklist:**

The following are the essential knowledge and skills along with recommended discussion topics **all new** Professional Staff Members in the SLV should develop and demonstrate.

For inductees with experience, areas to be completed may vary according to inductees experience and professional growth plan. Mentors need to initial all completed and discussed areas:

|  |  |
| --- | --- |
| **SLV BOCES Professional Staff Induction Program Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of induction participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| Mentor’s Initials indicating completion | Essential knowledge and skills |
|  | Knowledge of District/BOCES and School Policies and Procedures (Sept.) |
|  | Knowledge of districts/schools UIP and local content standards (Oct.) |
|  | Ability to create and maintain and effective, efficient, and safe work or learning environment for the purpose of maximizing student engagement (Oct.). |
|  | Ability to teach or support the teaching of state/school district standards (Nov). |
|  | Ability to collect and use data in the course of teaching or supporting the teaching of kids (Dec.). |
|  | Ability to monitor students’ progress and adjust instruction or programs based on this progress (Jan.). |
|  | Ability to utilize local district Response to Intervention processes (MTSS) (Feb.). |
|  | Ability to differentiate Instruction based on the needs of individual learners (March). |
|  | Effectively collaborate with peers for the purpose of improving the professional learning environment (April). |
|  | Ability to Self-Evaluate in order to Develop and Implement a Professional Growth Plan (April) |
| Mentor’s Initials indicating completion | Recommended discussion topics |
|  | Beginning of Year Procedures |
|  | Attendance Policies |
|  | Tardy Policies |
|  | Hall Passes |
|  | Visitors |
|  | Class Rules and Discipline |
|  | Course Outlines and Curriculum |
|  | Supervision of Students |
|  | Professional Staff Absences and Leave |
|  | Lesson Planning |
|  | Use of Electronic Student Information Systems |
|  | Student Records and Portfolios |
|  | Field Trip Procedures |
|  | Duties |
|  | Professionalism |
|  | Daily, Weekly, and Monthly Schedules |
|  | Elective Class Procedures |
|  | Playground/Recess Rules |
|  | Lunch Schedules and Procedures |
|  | Enforcement of School District Discipline Norms |
|  | Writing a Disciplinary Referral |
|  | Completing an Accident Report |
|  | Staff and Student Dress Code |
|  | Evaluation Process |
| Completion of 1st informal observation | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor initials:\_\_\_\_\_\_\_ |
| Completion of 2nd informal observation | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor initials:\_\_\_\_\_\_\_ |

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Inductee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Signature Date

Administrator’s Signature Date

On or before May 5, 2023 the assigned Inductee/Mentor will submit this Participants Checklist, Inductee/Mentor Contact Tracking and Completion Signature Page to the San Luis Valley BOCES.

Information needs to be sent to:

Michelle Sisneros

Special Education/Induction Coordinator

2261 Enterprise Drive

Alamosa Co, 81101

msisneros@slvboces.org

Phone: 719 587-5407 Fax: 719 589-5007