

ALACHUA COUNTY PUBLIC SCHOOLS INDUCTION PROGRAM
Timeline and Activities—2007-2008

Date/ Day	Activity	District	Principal	Mentor	New Educator	*Modified Program
Upon hiring	<ul style="list-style-type: none"> New educator hired and informed of orientation requirements 8/8 & 8/9 & 8/10, or make-up Orientation if hired later 	Personnel			X	X
ASAP	<ul style="list-style-type: none"> Principal informed: Portfolio to Principal 	Staff Development				
Week hired	<ul style="list-style-type: none"> Mentor assigned—from <u>approved</u> list Team assigned and Support Team Notification form sent to Staff Development Set up a portfolio/folder 	Staff Development	X X			NA NA
Ongoing	<ul style="list-style-type: none"> Mentor meets formally or informally <u>every week</u> from hiring through post planning 		X	X	X	NA
8/8 & 8/9 & 8/10	<ul style="list-style-type: none"> New educator attends Orientation or make-up Orientation 9/17 	Staff Development			X	X
Preplanning or week hired	<ul style="list-style-type: none"> School-based information sessions (school policies/procedures . . .) Follow-up session (within 90 days) 		X X	X X	X X	X X
October 1	<ul style="list-style-type: none"> Conduct first SSOI Cycle #1 Develop Professional Development Plan and schedule optional workshops 		X X	X	X X	X NA
November 1	<ul style="list-style-type: none"> Team members conduct Domain 1: Planning Formative 			X	X	NA
As scheduled	<ul style="list-style-type: none"> Attend mentor workshops/seminars Attend ACIP workshops/seminars as scheduled 10/2; 11/27 Elem, 11/28 Middle, 11/29 High; 02/07; 03/04 	Staff Development		X	X	Optional
Ongoing	<ul style="list-style-type: none"> Team meetings and additional observations, Professional Development Plan, classroom visitation with follow-up discussion 		X	X	X	NA
January 16	<ul style="list-style-type: none"> SSOI Cycle #2 		X		X	X
January 29	<ul style="list-style-type: none"> Make-up orientation for new hires 	Staff Development			X	X
February 15	<ul style="list-style-type: none"> Complete Verification of Induction Program Completion form and submit to Staff Development (to be used as 360° part of principal's evaluation as to how the principal evaluates) 	Staff Development	X			
February - June	<ul style="list-style-type: none"> Mentor continues meeting with new educator every week 		X	X	X	NA
April 1	<ul style="list-style-type: none"> Complete Professional Education Competence Verification form, if needed. Return to Personnel. 		X			
June 15	<ul style="list-style-type: none"> Complete the Alachua County Teacher Appraisal and Professional Development Plan and submit with annual faculty assessment forms to Personnel Services 		X			

*Portfolio of observations and team-requested documentation will be kept at the school site for competency documentation as required for certification. **Teachers hired after 01/16/08 are not in ACIP this year.***

***Modified program: Teachers needing certification documentation and not a new educator.**