Alachua County Public Schools
INDUCTION PROGRAM COMPLETION

for:_____
Name of New Teacher

Components	Timeline	Check When Completed
1. Orientation to Teaching in Alachua County ✱	Two days prior to preplanning (8/6-8/7/08) or make-up if hired later	_____
2. School Based Information Sessions Policies and Procedures (e.g., curriculum, discipline, parent involvement…) ✱	Scheduled by the Principal and Mentor a. Preplanning or first week of hiring: District Information and other school-based sessions. b. A follow-up session is to be scheduled during the first semester of employment.	_____ _____
3. Support Team Component	Team identified by the Principal: New Teacher, Mentor, Administrator • Team: Oversee development/implementation of the new teacher's professional development plan. • Mentor: Provide support and coaching, meet formally/informally <u>every week</u> from hiring through post planning. • ✱ Administrator: Observe at least twice using the FPMS Screening/Summative Instrument. • Team: Use the FPMS Formative Instrument for Domain 1.0 Planning and select other appropriate observation instruments as needed. Pre and post conference cycles will be included with <u>all</u> observations.	_____ _____ _____ _____
4. Professional Development Plan	Design and implement a professional development plan based on direct observation of new teacher's teaching. A plan is developed following the first observation using the FPMS Screening/Summative.	_____
5. Workshop/Seminar Block	Workshop/Seminar Blocks will be scheduled between <u>September</u>-<u>March</u>. All <u>new</u> teachers are required to participate. Each new teacher will be assigned to a Seminar Leader for analysis and application of workshop content. Participation through 2/1/2009 for completion "check."	_____
6. Optional Workshops	New teachers may participate in other staff development throughout the year. Activities may be school-based, district-level or as individual study.	_____
7. Visitation	Support Team is responsible for scheduling visitation opportunities within the school. Follow-up discussion and observation is to be facilitated by the team.	_____
✱This teacher was not "new to education." He/She participated in a modified program in order to complete competency documentation required for professional certificate. (See items with*: 1, 2 and 3 above)		

STATEMENT OF COMPLETION

I verify that _____ has completed the components of the Alachua County Induction Program.

The portfolio of observations and documentation is on file at our site.

_____ _____ _____
Principal Signature School Date

Please send this document to: Coordinator of Staff Development by Feb. 15, 2009. (90 Days after hiring date for teachers hired late.) Mentor Teacher is to continue meeting weekly with the teacher through post planning.