# Carbon Career & Technical Institute
# New Teacher Induction Plan Completion List

Teacher's Name:_____ Mentor Teacher:_____

Technical/Academic Area:_____ Employment Start Date:_____

**Initial/date each section as it is completed – hand in to Mrs. Allen at the end of the school year.**

| Topics | Initials New Teacher | Initials Mentor | Date Discussed |
|---|---|---|---|
| ORIENTATION | | | |
| **I. General Information** | | | |
| 1. Time Card for Induction Program Payment | | | |
| 2. Teacher Induction Program Agenda | | | |
| 3. New Teacher Induction Plan Completion List Timeline of Activities | | | |
| 4. Organizational Chart | | | |
| 5. Teacher Position Description | | | |
| 6. CCTI Website<br>a. Mission Statement<br>b. School Procedures & Policies<br>c. School Calendar | | | |
| 7. Schedule of Classes<br>a. Bell Schedule<br>b. A/B Schedule | | | |
| 8. Employee Entrance Checklist & Employee Data Entry Form | | | |
| 9. Teacher Daily Schedule | | | |
| 10. Temple University Induction & Registration Requirements/Information – OCA | | | |
| 11. In-Service Program Schedule/ Faculty Meetings | | | |
| 12. ACT 48 Professional Education Requirements | | | |
| 13. Code of Professional Practice & Conduct For Educators | | | |
| 14. Instructional Aide Job Responsibilities/Job Description | | | |
| 15. Wellness Policy | | | |

| | | | |
|---|---|---|---|
| **II. Curriculum** | | | |
| 1. Occupational Advisory Committee Membership List | | | |
| 2. Program Scope and Sequence | | | |
| 3. Task Report | | | |
| 4. PA Standards | | | |
| 5. Educational & Occupational Career Objective Form | | | |
| 6. Academic/Special Programs & Schedule (Physical Education, Health, Math Enrichment) | | | |
| 7. Professional Development Program | | | |
| 8. Field Trips/Guest Speakers/Cluster Teaching | | | |
| 9. SLO's (Student Learning Objectives) | | | |
| 10. Weekly Instructional Lesson Plans - Outlook Calendar | | | |
| 11. Learning Guides/ Lesson Plans (teaching strategies, bell-ringers, EQ, accommodations, etc.) | | | |
| 12. Syllabus | | | |
| **III. Grading & PowerSchool** | | | |
| ***Grading Schedule (Marking Period Dates)*** | | | |
| 1. Work Ethics Plan - develop classroom rules/requirements | | | |
| 2. Grading Formula (Knowledge - Skills - Employability) | | | |
| 3. Skill Grade Requirements | | | |
| 4. Grade Requirements-minimum assignments, exams, skills, etc. per marking period | | | |
| ***Daily Work Ethics Grade*** | | | |
| 5. PowerSchool Requirements | | | |
| 6. Daily Grade Requirements | | | |
| 7. Attendance Procedure | | | |
| 8. Professional Development Program | | | |
| 9. Marking Period Dates Schedule/Requirements | | | |
| 10. Student Folders | | | |
| 11. Documenting Student Contacts (PowerSchool Software teacher log section, feedback for assignments) | | | |
| **Administration - Review Staff and Roles** | | | |
| ***Support Staff Responsibilities/Custodial Services*** | | | |
| 12. Counselors | | | |
| 13. Mentor/Lead Teachers | | | |
| 14. CO-OP Coordinator | | | |

| | | | |
|---|---|---|---|
| 15. Instructional Support Teachers | | | |
| 16. Custodial Services | | | |
| ***Resources*** | | | |
| 17. POS - website http://www.portal.state.pa.us/portal/server.pt/community/programs_ of study/7686/framework/67931 0 | | | |
| 18. Acceptable Use Policy (Employee & Student) | | | |
| 19. Google Drive, Shared Drive | | | |
| 20. E-Mail | | | |
| 21. Voice Mail | | | |
| 22. Teacher Devices | | | |
| 23. Instructional Aides | | | |
| 24. Tutoring | | | |
| 25. Travel Requests, Purchase Requests, Absence Requests, Board Policies | | | |
| ***Procedures and Policies*** | | | |
| 26. Discipline Policy & Procedures (Principal) | | | |
| 27. Student Code of Conduct | | | |
| 28. Teacher Responsibilities | | | |
| 29. Administrative Support | | | |
| 30. At-Risk Program – Student Assistance Program (SAP) | | | |
| 31. Dress Policy | | | |
| 32. I.D. Badge Requirements | | | |
| 33. Covid-19 Safety Requirements | | | |
| 34. Theft, Bullying, Hazing Prevention Classroom Management Techniques | | | |
| 35. School Police Officer Role & Responsibilities | | | |
| 36. Guidance Assistant Role & Responsibilities | | | |
| ***Business Office Procedures (Business Administrator)*** | | | |
| 37. Purchase Request | | | |
| 38. Tuition Reimbursement | | | |
| 39. Ordering supplies (classroom and computer) | | | |
| 40. Inventory | | | |
| 41. Payroll & Benefits | | | |
| 42. Travel Request Procedure | | | |
| 43. Culinary Requests/purchases etc. | | | |
| 44. Uniforms | | | |
| 45. Fundraising | | | |

| | | | |
|---|---|---|---|
| ***PowerSchool Software Training (Mentor Teacher)*** | | | |
| 46. Log In & Accessing PowerSchool Software | | | |
| 47. Automated Attendance | | | |
| 48. Automated Discipline Procedures | | | |
| 49. Teacher Curriculum (POS) | | | |
| 50. Generating Reports | | | |
| 51. Entering Knowledge Activities | | | |
| 52. Mid-marking period reports | | | |
| 53. Responsibility at grading- check grades prior to close of marking period | | | |
| ***Technology Services (Nate Rinda, Director of Technology and JamiLynn McFarland-Johannsen, Assistant)*** | | | |
| 54. Procedures for Requesting Technical Services | | | |
| 55. Network Account Policy | | | |
| 56. Network Logon Procedures | | | |
| 57. Network Structure: Google Drive | | | |
| 58. Network Structure: Department Network Drives | | | |
| 59. PowerSchool Remote Access Instructions | | | |
| 60. Email Remote Access Instructions | | | |
| 61. Microsoft Outlook Calendar Functionality, School-Wide Calendar & Resource Calendar Instructions | | | |
| 62. Google Classroom | | | |
| 63. CCTI Website | | | |
| 64. Virus Policy | | | |
| 65. File Storage Policy | | | |
| 66. Copier Usage | | | |
| 67. Phone Procedures - Outside line | | | |
| 68. PowerSchool, Attendance, Grading | | | |
| 69. Other | | | |
| **Miscellaneous** | | | |
| 1. Completing the paperwork | | | |
| 2. Defining the student population/sending districts | | | |
| 3. Classroom Diagnostic Tools | | | |
| 4. Organizing your classroom | | | |

| | | | |
|---|---|---|---|
| 5. Meet the Teacher Night | | | |
| 6. Special Education | | | |
| 7. Teacher Evaluation process/overview | | | |
| 8. Parent conferences | | | |
| 9. Student conferences | | | |
| 10. Dealing with problem students | | | |
| 11. Curriculum integration | | | |
| 12. Motivating students | | | |
| 13. Progress reports | | | |
| 14. School Performance Profile | | | |
| 15. Planning for delays | | | |
| 16. Student records | | | |
| 17. Assessment tools | | | |
| 18. Student support/referral systems (SAP, counselor. administration, IST, etc.) | | | |
| 19. Pacing/teaching the curriculum/task lists, etc. | | | |
| 20. Keystone testing/preparation | | | |
| 21. Open House/Trade Show | | | |
| 22. Workshops/conferences | | | |
| 23. Final exams | | | |
| 24. Student organizations/Clubs | | | |
| 25. Students in danger of failing | | | |
| 26. Scheduling | | | |
| 27. Curriculum revisions/enhancements | | | |
| 28. End of year tasks | | | |
| 29. New initiatives | | | |
| 30. Graduation | | | |
| 31. Reflection | | | |
| 32. Summer work | | | |
| 33. Closing tasks (paperwork, inventory, etc.) | | | |
| 34. After School Help/Programs (SHINE) | | | |