Carbon Career & Technical Institute
New Teacher Induction Plan Completion List 2026-2027

Teacher's Name:_____ Mentor Teacher:_____

Technical/Academic Area:_____ Employment Start Date:_____

Initial/date each section as it is completed – hand in to Principal Mack 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 a. Mission Statement b. School Procedures & Policies c. School Calendar			
7. Schedule of Classes a. Bell Schedule 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. Weekly Instructional Lesson Plans – Google Classroom			
10. Learning Guides/ Lesson Plans (teaching strategies, bell-ringers, EQ, accommodations, etc.)			
11. 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)			
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			
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			
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			
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 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)			