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| **NEW INSTRUCTIONAL STAFF GUIDEBOOK – YEAR 1**  WEELKY GUIDE TO PROFESSIONAL DEVELOPMENT AND TRAINING AS A NEW INSTRUCTIONAL STAFF MEMBER   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | P = Principal | ITS = IT Specialist | ITC = Instructional Technology Coach | IC = Instructional Coach | SE = Special Education | VP = Vice= Principal | CS = Curriculum Specialist | M = Mentor | | | | | |
|  | **MTG DATE/TIME:** | **HRS:** | **LOC:** | **TASKS and ACTIVTIES** |
| SUMMER | 8/14/18 8:00-3:00  8/15/18 8:00-3:00 | NA  NA | West  West | Human Resources Summer Orientation: See Human Resources Orientation Binder Induction Training Module 1: Orientation and Expectations - See Sec. 1 – (P) |
| 8/16/18 8:00-3:00 | NA | West | Induction Training Module 2: Technology Training – See Sec.2 – (ITS, ITC) |
| **WK:** | **MTG DATE/TIME:** | **HRS:** | **LOC:** | **TASKS and ACTIVTIES** |
| W1 | 8/28/18 11:00-11:45 | .5 | O-T | Weekly Meeting: How can I assist you in your first week? (Revise) - Classmate Follow-Up – (ITC) |
| W2 | 9/4/18 11:00-11:45  9/5/18 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: CareerSafe - Login Teacher/Student Login & Vouchers – (ITC)  Induction Training Module 3: Classroom Management – See Sec. 3 – (IC) |
| W3 | 9/11/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Creating a Knowledge Bank/Assignment Numbering/Grades Review – (ITC) |
| W4 | 9/18/18 11:00-11:45 9/18/18 3:15-5:00  9/19/18 11:45-3:00 | .5 1.75 NA | O-T  East East | Weekly Meeting: Weekly Planner – (IC, ITC) Induction Training Module 4: Special Education – See Sec. 4 – (VP, SE)  Learning Walk: Focus on Classroom Management – See Sec. 3 - (IC) |
| W5 | 9/25/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Progress Reports – (ITC) Parent College Night – (IC) |
| W6 | 10/2/18 11:00-11:45  10/4/18 11:45-3:00 | .5  NA | O-T  East | Weekly Meeting: Occupational Advisory Committee – OAC – (IC)  Follow-Up Workshop: Half-Day Pull-Out – Review Curriculum and Create a New/Revised Weekly Plan and Lesson Plan – See Sec. 5 – (IC, ITC, CS) |
| W7 | 10/9/18 11:00-11:45 10/9/18 3:15-5:00  10/10/18 7:45-10:45 | .5  1.75NA | O-T  East  West | Weekly Meeting: Open House/8th & 9th Grade Tours – (IC) Induction Training Module 5: Curriculum in CTE1 – See Sec. 5 – (IC, ITC, CS) Learning Walk: Focus on Lesson Planning and Delivery – See Sec. 5 – (IC) |
| W8 | 10/16/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Student Contracts/Report Card & Comments – (ITC) |

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| **WK:** | **MTG DATE/TIME:** | **HRS:** | **LOC:** | **TASKS and ACTIVTIES** |
| W9 | 10/23/18 11:00-11:45  10/25/18 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: NOCTI PRE-TEST Score Reports – (IC) Induction Training Module 6: Assessment & Grading – See Sec. 6 – (IC, ITC, Curriculum Specialist) |
| W10 | 10/30/18 11:00-11:45  11/1/18 11:45-3:00 | .5  NA | O-T  East | Weekly Meeting: Review – Teacher Observation Rubric, SLO – (IC, ITC) Follow-Up Workshop: Half-Day Pull-Out – Review Assessments and Rubrics and Create a   New/Revised Rubric – See Sec. 6 – (IC, ITC, CS) |
| W11 | 11/6/18 11:00-11:45  11/8/18 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Classroom Observations (EWalk) – (IC, ITC)  Induction Training Module 7: Teacher State Certification – See Sec. 7 – (IC, ITC, M) |
| W12 | 11/13/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – Purchasing (Staples & WebSense) Doc-Base & MyBuilding – (ITC) |
| W13 | Holiday Break - | | | |
| W14 | 11/27/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – Classroom Discipline & Notes (Classmate) – (ITC) |
| W15 | 12/4/18 11:00-11:45  12/6/18 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – Student Projects/Portfolio (99’s) – (IC) Induction Training Module 8: OSHA – See Sec. 8 – (IC, ITC) |
| W16 | 12/11/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W17 | 12/18/18 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – Reflection on the First Half of the Year – (IC, ITC) |
| W18 | Holiday Break - | | | |
| W19 | Holiday Break - | | | |
| W20 | 1/8/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W21 | 1/15/19 11:00-11:45  1/17/19 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Induction Training Module 9: NOCTI – See Sec. 9 – (IC, ITC) |
| W22 | 1/22/19 11:00-11:45  1/24/19 11:45-3:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Follow-Up Workshop: Half-Day Pull-Out – Analyze and Develop a Plan for Student Improvement   Based upon Historical NOCTI Test Scores – See Sec. 9 – (IC, ITC) |
| W23 | 1/29/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W24 | 2/5/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W25 | 2/12/19 11:00-11:45  2/14/19 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Induction Training Module 10: Curriculum in CTE 2 – See Sec. 10 – (IC, ITC, CS) |
| W26 | 2/19/19 11:00-11:45  2/21/19 11:45-3:00 | .5  NA | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Follow-Up Workshop: Half-Day Pull-Out – Review Curriculum and Create a New/Revised   Learning Guide – See Sec. 10 – (IC, ITC, CS) |
| W27 | 2/26/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W28 | 3/5/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W29 | 3/12/19 11:00-11:45  3/12/19 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Induction Training Module 11: Literacy Teaching Strategies – See Sec. 11 – (IC) |
| W30 | 3/19/19 11:00-11:45  3/21/19 11:45-3:00 | .5  NA | O-T  West | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Learning Walk: Focus on Literacy Teaching Strategies – See Sec. 11 – (IC) |
| W31 | 3/26/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W32 | 4/2/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W33 | 4/9/19 11:00-11:45  4/11/19 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Induction Training Module 12: Technology Integration/Strategies – See Sec. 12 – (IC, ITC) |
| W34 | Holiday Break - | | | |
| W35 | 4/23/19 11:00-11:45 4/25/19 7:45-10:45 | .5  NA | O-T  TBD | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Learning Walk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W36 | 4/30/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W37 | 5/7/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W38 | 5/14/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W39 | 5/21/19 11:00-11:45  5/23/19 3:15-5:00 | .5  1.75 | O-T  East | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) Induction Training Module 13: SLO Prep – See Sec. 13 – (IC, ITC) |
| W40 | 5/28/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |
| W41 | 6/4/19 11:00-11:45 | .5 | O-T | Weekly Meeting: Review – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ – (IC) |