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|  | **NEW STAFF INDUCTION(Instructional Staff & Instructional Assistants) SIGN-OFF FORM** |
| **Events:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Parent Conference/College Night
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **NA** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. OAC Meeting
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Open House
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. New Student/Parent Orientation
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. PRIDE Day
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Senior Awards Ceremony
 | IS | IA | **Mentor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 1 Principal Orientation:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Building Tour (East & West Map)
 | IS | IA | **Assist-Principal** | \_\_ / \_\_ / \_\_ | **NA** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Planning and Preparation
 | IS |   | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Attendance Policy/Procedure
 | IS | IA | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Record Keeping
 | IS |  | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Assessment Records
 | IS |  | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Purchasing
 | IS | IA | **Accounts Payable** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Walk-Trough Observations
 | IS | IA | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Evaluations
 | IS | IA | **Principal** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 2 Technology Orientation:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Electronic Media and Tech. Policies
 | IS | IA | **IT Director** | \_\_ / \_\_ / \_\_ | **6.5** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Network Systems Technology
 | IS | IA | **Instr. Tech. Coach** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Communication Technology
 | IS | IA | **Instr. Tech. Coach** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Classroom Technology (SIS/LMS)
 | IS | IA | **Instr. Tech. Coach** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 3 Classroom Management:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Strategies
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Organization
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Expectations
 | IS | IA | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Discipline
 | IS | IA | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| LW – 1. Follow-Up Learning Walk | IS |  | **Instr. Coaches** | See Log Page 4. |
| **Section – 4 Special Education:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Special Education Law
 | IS | IA | **Vice-Principal** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Support Services
 | IS | IA | **Ed. Facilitators** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Parent Teacher Relationships
 | IS | IA | **Ed. Facilitators** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Limited English Proficiency
 | IS | IA | **Campus Counselor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 5 Curriculum in CTE1:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Lesson Planning
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| LW – 2. Follow-Up Learning Walk | IS |  | **Instr. Coaches** | See Log Page 4. |
| WS – 1. Follow-Up Workshop | IS |  | **Instr. Coaches** | See Log Page 4. |
| **Section – 6 Assessment & Grading:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Assessment Development
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| WS – 2. Follow-Up Workshop | IS |  | **Instr. Coaches** | See Log Page 4. |

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|  | **NEW STAFF INDUCTION(Educational Staff & Instructional Assistants)SIGN-OFF FORM** |
| **Section – 7 Teacher State Certification:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Teacher State Certification
 | IS |  | **Dir. CTE Systems** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Professional Development
 | IS | IA | **Dir. CTE Systems** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. PA State Education Association
 | IS |  | **BCTCEA** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 8 Certifications/Career Ed. & Work:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. OSHA
 | IS | IA | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Work-Based Education
 | IS |  | **Work Based Ed.** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Graduation Requirements
 | IS |  | **Campus Counselor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Continuing Education
 | IS |  | **Continuing Ed. Dir.** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 9 NOCTI:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. NOCTI System
 | IS |  | **NOCTI Admin.** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. NOCTI Facilitation
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| WS – 3. Follow-Up Workshop | IS |  | **Instr. Coaches** | See Log Page 4. |
| **Section – 10 Curriculum in CTE 2:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Curriculum Dev. (LG/Scope & Sequence)
 | IS |  | **Curriculum Spec.** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Articulations & Technical Academy
 | IS |  | **Campus Counselor** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 11 Academic Teaching Strategies:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Literacy Teaching Strategies
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Numeracy Teaching Strategies
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 12 Technology Integration:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. Technology Strategies
 | IS |  | **Instr. Tech. Coach** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Technology Tools
 | IS |  | **Instr. Tech. Coach** | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Section – 13 Student Learning Objective:** | **Required:** | **Primary Content:** | **Date:** | **Hrs:** | **Signature:** |
| 1. SLO Prep
 | IS |  | **Instr. Coaches** | \_\_ / \_\_ / \_\_ | **1.75** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| LW – 4. Follow-Up Learning Walk | IS |  | **Instr. Coaches** | See Log Page 4. |
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| **SECTIONS - Sub-Total Hours:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  | **NEW STAFF INDUCTION(Educational Staff & Instructional Assistants)MENTOR/COACH MEETING LOG** |
| **Week/Topic:** | **Date:** | **Hrs:** | **Mentor/Coach** | **Signature:** |
| 1. How can I assist you in your first week?
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. CareerSafe - Login Teacher/Student Vouchers
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Creating a Knowledge Bank/Assignment…
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Special Education (IEP) Review P-Drive/CM
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Progress Reports – (ITC) Parent College Night
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Occupational Advisory Committee – OAC
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Open House/8th & 9th Grade Tours
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Contracts/Report Card & Comments
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Projects/Portfolio (99’s)
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Teacher Observation Rubric, SLO
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Classroom Observations (EWalk)
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Purchasing, Doc-Base, & MyBuilding
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. -- **Holiday Break No Meeting**
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Classroom Discipline & Notes (Classmate)
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Substitute Teacher/IA Manual
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Reflection on the First Half of the Year
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. -- **Holiday Break No Meeting**
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. CTSO (Career & Technical Student Org)
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. NOCTI PRE-TEST Score Reports
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Recruiting & Marketing
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. -- **Holiday Break No Meeting**
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. End-of-Year Check-Out Procedure
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **WEEKLY MEETINGS - Sub-Total Hours:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  | **NEW STAFF INDUCTION(Educational Staff & Instructional Assistants)WORKSHOP/OBSERVATION LOG** |
| **Learning Observation Subject Area/Topic:** | **Time** | **Date:** | **Observer:** | **Signature:** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Learning Walk Subject Area/Topic:** | **Time** | **Date:** | **Guide/Observed:** | **Signature:** |
| 1. Classroom Management
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Lesson Planning & Delivery
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Literacy Teaching Strategies
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Workshop Subject Area/Topic:** | **Time** | **Date:** | **Presenter:** | **Signature:** |
| 1. Curriculum in CTE 1
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. NOCTI
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Curriculum in CTE 2
 | \_\_ : \_\_\_ - \_\_ : \_\_\_ | \_\_ / \_\_ / \_\_ | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Program Hours:**A minimum of 30 hours are required for completion of the New Staff Induction program: |
| **SECTIONS -** Sub-Total Hours |  | **Notes:** |
| **WEEKLY MEETINGS:**  Sub-Total Hours |  |
| **ADDITIONAL ACTIVITY\*:**Proof of activity completion required |  |
| **ADDITIONAL ACTIVITY\*:**Proof of activity completion required |  |
| **Total Hours:**MUST TOTAL 30 OR MORE HOURS |  |
|  |
| **Comments:** |
|  |
|  |
|  |
|  |
|  |  |
| **Sign-Offs:** This certifies that the above named educational staff member has completed the requirements of the New Staff Induction Program. |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  \_\_ / \_\_ / \_\_ |
| **Educational Staff Member** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  \_\_ / \_\_ / \_\_ |
| **Building Principal** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:**  \_\_ / \_\_ / \_\_ |
| **Director** |