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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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. Student Recruiting & Marketing | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_ / \_\_ / \_\_ |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| 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:** | | | | | | | |
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| **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** | | | | |