

## SCOE Teacher Induction CHECK-IN WITH SITE ADMINISTRATOR (To include the Teacher and Mentor)

It is important that the site administrator understands and supports the work of the teacher. All Teacher Induction participants need to engage in at least one *Check-In* per year. The Site Orientation Check-list, which is part of the Module 1 requirements can assist in supporting the meeting with your site administrator. **Mentors should help schedule an appointment with the site administrator.**

### “Talking Points” for your meeting(s):

- ✓ Review “possible topic areas” from Site/Assignment Checklist document
- ✓ Areas of strength (as linked to the *California Standards for the Teaching Profession*)
- ✓ Site/District goals and initiatives as well as other focus areas for school
- ✓ Additional professional development and support opportunities to better meet student needs



### Here are some points to consider:

- Remember that the work of each teacher is confidential! The process of induction and the evidence gathered are formative, not evaluative. Mentors can gently remind administrators of this fact. However, teachers have the option to share as much of their formative assessment activities with their site administrator as desired!
- Since site administrators are genuinely interested in the kinds of activities teachers are completing, and since they should understand the components of the program, we suggest that you share samples of the Teacher Induction documents as well as the *Descriptions of Practice* and *CSTP* booklet.
- Assist the site administrator in understanding the various components of the program, highlight the links to the *California Standards for the Teaching Profession* and to student achievement.
- Site administrators are very busy. Please try to schedule an appointment rather than just dropping in. Pick a time that will allow as relaxed an environment as possible in order to emphasize the positive success of the teacher.
- In large schools, this may be one of the few opportunities a teacher has to highlight his/her strengths in a private setting with an administrator. Mentors should take time to help with the preparation of this meeting.