

2026-27 Teacher Induction



New Mentor Monthly To-do Checklist

The mentor's to do items are listed in purple and the candidate's to do items for the month are in blue.

- ★ See the [Induction Meeting & PD Calendar](#) for all optional professional development offered by TCSJ
- ★ Meeting RSVP links will be provided in the monthly newsletter and in announcements
- ★ All Zoom meetings will take place on this Zoom link:

<https://teacherscollegesj.zoom.us/j/885178914942pwd=xbRVhr9FH48Hm64csB9FEgaAyHt45C.1>

Month		To Do - Items Due	Due Date	Completed
August - September		Contact your mentee and set up a weekly meeting schedule (These meetings must take place consistently, be documented in your monthly log, and are not optional)		
		Access Induction Canvas Course and review the content ➤ Read the handbook for any questions about the program ➤ Review the calendars and add meeting and dates to your personal calendar (we do not send meeting invites and meeting reminders are only provided in the monthly newsletter) ➤ Set up email forwarding if you wish - we only communicate through TCSJ email (see instructional video on how to do this in Canvas Instructional Videos Module) ➤ Complete the initial assignments (mentor information form, review instructional videos)	Complete as soon as possible, but before your orientation date	☐
		Optional: ECO Informational Meeting 9/21 (4:30-6:00 pm) use Induction Zoom link above <i>*If you are mentoring a Year 1 candidate interested in applying for ECO, attend the ECO informational Zoom meeting with them to ensure you are familiar with the process and the requirements for ECO. This can count as your weekly meeting time. Candidates considering applying should attend as it is a requirement for them to apply.</i>		☐
<u>Candidate Assignments/</u>		• Access Canvas and review all docs (handbook, calendars, etc.), set up Canvas settings, add forwarding to TCSJ email if desired		

To-Dos for Sept.		- Complete initial assignments in Canvas - Attend appropriate candidate orientation (see meeting calendar linked above for dates) - Start meeting with mentor for 60 min. per week once assigned		
October		Attend: New Mentor Orientation ➤ 10/5 (4:30-6:30pm) Zoom Option (use Induction Zoom link above) ➤ 10/6 (5-7pm) In-person Option (at TCSJ):	Choose a meeting to attend	☐
		Attend Mentoring Foundations Training Part 1 (required for all new induction mentors) with Jackie Villines ➤ 10/21 (4:30-6:30pm) Zoom (this meeting will be held using an alternate Zoom link that will be shared in the October newsletter)		☐
		Submit September Weekly Meeting Log (if you were assigned and met with a mentee in Sept.)	10/15	☐
		Support your candidate in the completion of the CCR (due by them 10/9). ➤ Ensure they are providing adequate evidence for the ranking they assign themselves for each standard and element (see instructions and instructional video on CCR) ➤ Based on candidate's CCR scores, SUPPORT candidates in identifying a standard/element in which they need growth and SUPPORT them as they write their initial Fall ILP (Due 10/28)		☐
		Schedule/complete a candidate lesson observation (due 11/13) ➤ Prior to observation, take time during a weekly meeting to review the lesson plan and discuss specific areas to focus on during observation in addition to the general CSTP (use the observation templates in the assignment). ➤ You will submit a copy in your Canvas and the candidate also submits a copy in their Canvas course Schedule/complete triad meeting (Candidate triad assignment due 11/13)		☐
		Continue to meet for the required 60 minutes per week. ➤ Spend part of this time reviewing their weekly progress on the ILP Action Plan		
<u>Candidate Assignments/</u> To-Dos for Oct.		- CCR -Due 10/9 - Sept. Meeting & Feedback Log - Due 10/15 - Initial Fall ILP - Due 10/28 - Meet weekly for 60 min with mentor		

		Add any completed professional learning to professional learning log (due in May)		
November		Submit Candidate Observation ➤ Mentors complete the preobservation, observation sections of the document. The candidate completes the post observation reflection section. Both the candidate and mentor submit this assignment in the Canvas assignment.	11/13	☐
		Submit October Weekly Meeting Log	11/15	☐
		Attend Required Mentor Mid-year Check-in/Collaboration (choose 1 option/time) ➤ 11/19 (5:00 -6:30 pm) In-person Option (at TCSJ) ➤ 11/23 OR 11/30 (4:30-6:00 pm) Zoom Option		☐
		Continue to meet for the required 60 minutes per week. ➤ Spend part of this time reviewing their weekly progress on the ILP Action Plan		☐
<u>Candidate Assignments/ To-Dos for Nov.</u>		- Fall Triad - Due 11/13 - Submit completed observation form (mentor completes the preobservation and observation parts of the observation document. Candidate completes the reflection section of the observation document and upload the completed document - Due 11/13 - Oct. Meeting & Feedback Log - Due 11/15 - Mid-year Mentoring Feedback Form - Due 11/20 - Attend Required Mid-year Meeting & Collaboration Meeting - see meeting log for dates - Add any completed professional learning to professional learning log (due in May)		
December		Submit November Weekly Meeting Log	12/15	☐
		Submit Mid-year Program Feedback Form - (ensure this is done on time as the form will close on 12/20 to allow for data analysis and no late completion will be allowed)	12/18 ***Form closes on 12/20	☐
		Continue to meet for the required 60 minutes per week. ➤ Ensure they are wrapping up their cycle of inquiry so they can begin reviewing data to complete step 5 of the ILP.		
<u>Candidate Assignments/ To-Dos for Dec.</u>		- Nov. Meeting & Feedback log - 12/15 - Mid-year Program Feedback Form- 12/18 - Add any completed professional learning to professional learning log (due in May) <u>ECO applications due by 12/18 - late or incomplete applications will not be accepted</u>		
January		Submit December Weekly Meeting log	1/15	☐

		Attend Mentoring Foundations Training Part.2 (required for all new induction mentors) ➤ 1/26 (4:30-6:30pm) Zoom		☐
		Continue to meet for the required 60 minutes per week. ➤ Support candidate in completing the final pieces of the final Fall ILP (due 1/15) ➤ Start developing the Spring Initial ILP (due 2/12)		☐
<u>Candidate Assignments/</u> To-Dos for Jan.		- Final Fall ILP - Due 1/15 - Dec. Meeting & Feedback Log - 1/15 - Add any completed professional learning to professional learning log (due in May)		
February		Schedule/complete Spring Triad Meeting (Candidate triad assignment due 3/15)		☐
		Submit January Weekly Meeting Log	2/15	☐
		Continue to meet for the required 60 minutes per week. ➤ Support candidate developing the Spring Initial ILP (due 2/12)		
<u>Candidate Assignments/</u> To-Dos for Feb.		- Initial Spring ILP - Due 2/12 - Jan. Meeting & Feedback Log - due 2/15 - Add any completed professional learning to professional learning log (due in May)		
March		Submit February Weekly Meeting Log	3/15	☐
		Complete Spring Triad Meeting (candidate submits)	3/15	☐
		Continue to meet for the required 60 minutes per week. ➤ Spend part of this time reviewing their weekly progress on the ILP Action Plan		☐
<u>Candidate Assignments/</u> To-Dos for Mar.		- Feb. Meeting & Feedback Log - Due 3/15 - Spring Triad Meeting - Due 3/15 - Add any completed professional learning to professional learning log (due in May)		

April		• Submit March Weekly Meeting Log	4/15	☐
		• Submit Submit end of year program feedback	4/30	☐
		• Submit April Weekly Meeting Log	4/30	☐
		Attend a Required End of Year Check-in (required for both mentors and candidates, but you don't need to attend same meeting) ➤ Zoom options : 4/22, 4/26 or 4/27 (4:30-6:00 pm) ➤ In person option - To be determined	Choose a meeting to attend	☐
		Continue to meet for the required 60 minutes per week. ➤ <i>Support candidate in reviewing data from their cycle of inquiry and completing step 5 of the Final ILP (due 5/3).</i> ➤ <i>Also support them in reflecting on the steps forward across the year as a whole as they complete the end of year CCR entry (due 5/3).</i>		☐
<u>Candidate Assignments/</u> To-Dos for April		• Continue implementing and collecting evidence for the Spring ILP (due 5/3) • March Meeting & Feedback Log - Due 4/15 • End of Year Feedback - Due 4/30 • Professional Learning Log - Due 4/30 • April Meeting & Feedback Log - Due 4/30 • Attend an End of Year Meeting		
May		Continue meeting with your mentee until all of their program assignments have been completed and submitted (review their Canvas grades section) ➤ <i>Ensure you have submitted all of your logs for the year along with the observation doc</i> ➤ <i>Friday May 14th is the final day to submit any missing assignments for the semester to be considered toward completion credit</i>		
<u>Candidate Assignments/</u> To-Dos for May		• Final Spring ILP - Due 5/3 • End of Year CCR Entry - Due 5/3 • <u>Final ECO Applications - Due 5/7</u>		