



CTI Induction Checklist Year 1+2, Unit 2

<input checked="" type="checkbox"/>	November/December To Do
<input type="checkbox"/>	Attend Induction Meetings <input type="checkbox"/> Attend Induction PLC meetings (see calendar)
<input type="checkbox"/>	Full Day Observation <input type="checkbox"/> Attend your district organized observation day. <input type="checkbox"/> Complete the CTI Structured Teacher Observation Day Recording Form for each observation <input type="checkbox"/> Complete CTI Structured Teacher Observation Day Reflection Form at the end of the day <input type="checkbox"/> Scan or take a photo of each page and upload to your Portfolio
<input type="checkbox"/>	Individualized Learning Plan (ILP) <input type="checkbox"/> Update your Action Plan as applicable. List items shared in PLC group.
<input type="checkbox"/>	Complete Coaching Guide 2 <input type="checkbox"/> Meet with your support provider on a weekly basis and discuss the items listed on the Coaching Guide 2 document. Your SP will jot notes, date, and initial the guide. <input type="checkbox"/> Post the completed coaching guide document to to your CTI portfolio.
<input type="checkbox"/>	Complete 1 Classroom Observation and Post Docs to CTI Portfolio <input type="checkbox"/> PT completes Lesson Plan Template and Reflection 2.1 <input type="checkbox"/> SP conducts a classroom observation and gathers evidence using the Classroom Observation Document 2.1. SP shares the document with PT to link to CTI portfolio.
<input type="checkbox"/>	Complete 1 Video Observation and Post Docs to CTI Portfolio <input type="checkbox"/> PT uses available technology to video one complete lesson (approx. 20-30 minutes) <input type="checkbox"/> PT completes Reflection form 2.3v (VIDEO) uploads to CTI portfolio and shares information with SP.
<input type="checkbox"/>	Meeting Log and Assignment Verification Google Form <input type="checkbox"/> SP logs contact time with PTs (prep time, conversation time, observation time, post conference). <input type="checkbox"/> SP and PT review Unit 2 portfolio together and submit assignment verification form.