**Orange Public Schools’**

**Novice Teacher Induction Agreement**

**Provisional Staff member**

**Date of Hire**:  **Location:**

**Certification** CE CEAS PROVISIONAL RENEWAL

The undersigned commit to the following roles and responsibilities in the mentoring relationship with the provisional teacher identified on this agreement.

**The Novice teacher commits to**:

* + Attend all scheduled mentor/novice sessions and district led Professional Development
  + Maintain ongoing lesson plans following district format and documenting the CCSS and the NJCCS (if applicable)
  + Invite mentors into the classroom for peer observations
  + Obtain ongoing support and reflect on classroom practices aligned with the New Jersey Standards for Teachers
  + Maintain confidentiality for all mentor-novice activities and discussions
  + Contribute to ongoing program evaluation
  + Develop professional goals
  + Ask questions, listen, participate in discussions, and read professional journals and articles
  + Receive constructive feedback from the mentor, school leaders, and other content experts
  + Keep a reflective journal throughout the process
  + Seek help!

**The Teacher mentor commits to**:

* + Devote time before school, after school, or during free time within the school day to meet with the novice teacher and attend all mandated district trainings.
  + Hold a minimum of two informal meetings each week to discuss the new teacher's questions, needs, and experiences.
  + Observe and be observed by the novice teacher within either the teacher's classroom and/or a third teacher's classroom in order to model effective teaching techniques (this may include demonstration lessons).
  + Visit the novice teacher's classroom for the purpose of non-evaluative observation and the provision of feedback, coaching, and support.
  + Be accessible for informal support, consultation, and orientation of the novice teacher about district and school policies, procedures, and expectations.
  + Keep a log of times and dates of all contacts with the novice teacher using the district format. The mentor and novice teacher must sign each entry. The completed signed log must be submitted to the Novice Teacher’s School ScIP committee no later than the 3rd working day of each month.

**The Administrator(s) commit to**:

* + Selecting mentors based upon application criteria and matching mentors and novice teachers considering years of experience, teaching assignment, proximity, and personality
  + Respecting the confidentiality of the mentor-novice relationship
  + Contributing to the ongoing program evaluation
  + Supporting and encouraging qualified teachers to apply to become mentors
  + Supporting the mentor-novice teacher relationship by scheduling time to plan together, observe each other, and conference
  + Becoming knowledgeable through training about the components of the mentoring and induction program
  + Coordinating and participating in orientation and other workshop sessions for novice teachers
  + Creating and supporting a professional learning community that enhances the mentor-novice teacher relationship

**Sign and Date**

**Provisional**: Date:

**Mentor**: Date:

**Principal:** Date:

**Supervisor:** Date:

*Received by Mentoring Administrator Date initials*