



## New School Leader Induction Checklist<sup>30</sup>

Key stakeholders (e.g., district, school, local school leader's association members) develop and implement a comprehensive induction plan for beginning school leaders. Use the checklist below as a guide to create your plan. Once onboard, the new leader and district supervisor continue to expand the plan based on the needs of the new leader. The orientation plan:

- Differentiates between key learnings for school leaders before school begins and learnings to address later in the year.
- Identifies essential outcomes, activities, timing, and roles and responsibilities for an evaluation of orientation.
- Focuses on engaging school leaders in authentic learning.
- Coordinates orientation activities to avoid creating conflicting schedules for beginning school leaders (e.g., multiple admin meetings in addition to curriculum trainings).
- Creates and facilitates a plan for orientation that ensures beginning school leaders receive support from office staff and colleagues.
- Allocates resources for orientation including time, space, materials, and funds.
- Ensures school leaders hired after initial orientation activities receive a differentiated orientation tailored to their needs.

### CULTURE DOMAIN

Relationships within School, District, and Local Community

#### Before the school year begins, new school leaders:

- Learn the school and district mission, vision, and culture
- Become familiar with the local community and the assets and needs of students and the community
- Learn the collective bargaining agreements
- Meet with various stakeholder groups
- Learn about the roles, responsibilities, and confidential nature of mentoring, and expectations for participation in various beginning school leader support activities
- Form relationships with other new school leaders
- Meet and work with mentors in their schools
- Receive collaborative planning time to work with job-alike colleagues
- Meet people who hold key roles in supporting school leaders

### SYSTEMS DOMAIN

Essential Policies, Procedures and Practices

#### Before the school year begins, new school leaders receive:

- Human resources policies and procedures and time to complete required paperwork including benefits and association membership
- District evaluation procedures and timelines
- Orientation and familiarization with various collective bargaining agreements
- Training about legal and health/safety issues in the school setting including mandated trainings.
- Strategic plan for the district and the school
- School budget
- Current safety plan
- District specific equity practices
- The Code of Professional Conduct
- Access to and support for using technology
- Calendar of relevant ongoing trainings
- School orientation including staff, resources, and key information
- School procedures
- Student management policies and school or district models of classroom management

### LEARNING DOMAIN

Curricula, Instruction, and Assessment Practices and Professional Learning

#### Before the school year begins, new school leaders receive:

- Curricular training including student and teacher materials, scope and sequence, pacing guides, common assessments, and supplemental resources
- State/district learning standards, state-/district-mandated testing information and schedules
- Connections to support building personnel
- Information on accommodations and services available for their students
- Information about individual learning needs of students they will serve
- Support using data to help themselves, staff and their students monitor student learning and reflect on next steps
- A coordinated, multi-year professional learning plan that provides professional learning opportunities that are intentional, coordinated, and sustained
- Professional development that is targeted, timely, and differentiated to meet the specific needs of beginning school leaders and the buildings and communities they serve
- Multiple avenues of professional learning that are appropriate to the needs of beginning school leaders (e.g., new school leader cadres, PLCs, time with mentors, guided observations of school leader leadership "real time," district and regional school leader networks, cohort-based learning)