

Administrator's Quick Sheet for the new Teacher Triad Meeting Coordinators may need to assist with organization of Triad Meeting

Overview: *The Triad meeting is designed to be a collaborative meeting with the beginning teacher, the mentor and site administrator to learn more about the school context by reviewing key policies/procedures and discussing school and district goals (particularly those related to the LCAP) that will help inform the teacher's goal setting and growth over the induction year. The Triad meeting is a jumping off/starting point for a collaborative relationship that will assist the new teacher in having a successful teaching year.*

Meeting Logistics: The mentor will reach out to you to schedule a time and date for you, the teacher and mentor to meet for the Triad. The Triad meeting itself shouldn't take more than 30 minutes to complete. The mentor will lead the Triad meeting and will facilitate a conversation amount the three participants centered around the Triad document (attached).

Role of the Administrator: The administrator compliments the work of the mentor in facilitating the new teacher's orientation to the school site by helping to fill in gaps in information that the new teacher might have. Prior to the Triad Meeting, the mentor will send the site administrator a copy of the new teacher's Triad document with particular notes or highlighted area where the teacher would like more information. This will help the administrator understand where the gaps in knowledge are and what information is needed to be filled in by the administrator.

Reviewing School and District Goals via the LCAP: One of the primary purposes of this Triad meeting is an opportunity for the administrator to share with the teacher the goals of the school and district (particularly those included in the LCAP) that will help inform the teacher's decision making about his or her professional growth goals for the year. This alignment between the work of the site and the teacher's work in induction is key to a new teacher's success and orientation to his or her new site.

What If I Have Questions About the Triad Process? If you have any questions regarding the Triad meeting or process, please don't hesitate to reach out to your new teacher's mentor, your district's induction coordinator, or induction staff at SCOE.