Sacramento Consortium Teacher Induction Program
Triad Meeting – Teacher, Mentor, School Administrator

Teacher: School:

Overview: A professional educator's knowledge of the school and district goals and policies at their site/assignment is important to their success as an educator. This document and the accompanying conversation will help you understand your local teaching context and connect you to the professional community. In a meeting with your administrator or designee, and mentor, discuss areasof the document below where you might need more information, including the school and district goals. It is not necessary to address each line item, but rather this document should be used as a guideline to support greater understanding of the school context. The notes section is a place to document information that will be helpful to youin accessing needed information in the future.

Task: Review the purple sections with your mentor prior to meeting with your administrator. Highlight any areas where you need more information from your administrator. During the Triad meeting with your administrator, review any highlighted purple sections, the Administrative Consultation section (orange), and the Community of Support section (yellow). **Teacher uploads the last page of this document once completed and signed by all participants.**

Staff Information (possible topic areas)	My Notes
- School office procedures - School Vision and/or Mission Statement - Emergency procedures - Staff responsibilities - Teacher evaluation process - Intervention programs (conflict resolution, bullying, multi-tiered system of support) - Substitute request procedure - Procedures for para-professionals	

School Information (possible topic areas)	My Notes
• School Site Goals for the Year • Homework Policy • Room Environment Expectations • Systems of Support for Students (MTSS, PBIS, specific discipline procedures, etc.) • Back-to-School/Open House Expectations • Lesson Plan Expectations • Available Technology and Equipment • Attendance Procedures • Hours to be on Campus • Access to Confidential Records • Available Translation Services	
Grading and Communication (Possible topic areas)	My Notes
• Grading and reporting policies • Guidelines for communicating with parents	

English Learners (possible topic areas)	My Notes
• Resources for supporting EL Students • Process for reclassification and monitoring of English learners	
Special Populations (possible topic areas)	My Notes
• Site resources available to meet the needs of special populations including GATE and Accelerated • Related services and support schedules (speech, counseling, psychologist, vision, hearing impaired, etc.) • Training and support for district procedures related to legal requirements of the Individualized Education Plan (IEP) • Special Education Service Delivery Model; collaboration, consultation, co-teaching	
Administrative Consultation (All three of the areas below are required to be part of Triad discussion)	My Notes
With your site administrator, discuss the following: • Site/District Goals and Initiatives, **include LCAP goals** • Grade Level Goals and Initiatives • Any suggested areas for induction participant focus	Site/district goals:

	Grade level goals and initiatives:
	Suggested focus area:
	**Information gathered in this section should be considered when developing the ILP

Community of Support (Connecting to the larger professional community): While the mentor serves as the primary support for each teacher's professional growth during induction, effective practice also requires support from other experts across the learning community.

Personnel/Community Member	**Area of Expertise** – SDC, Instructional Coach, School Discipline, etc.

Mentor, Teacher and Site Administrator Confirmation of Triad Completion

Instructions: Please sign below to confirm discussion of the included Triad topics. This initial review of procedures and site goals will be considered when developing the teacher's Individual Learning Plan (ILP)

_____ Date: _____

Site Administrator/Designee (Principal, V.P./A.P., Supervisor, etc.)

(signature indicates completion of form)

_____ Date: _____

Mentor (signature indicates completion of form)

_____ Date: _____

Teacher (signature indicates completion of form)

Teacher scans and uploads ONLY this signature page to the Dashboard.