

Process for Creating, Developing and Implementing an Effective Leader Induction Program

There are 5 Steps to the **Leader Induction Process Cycle**:

1. An initial Leader Induction Conversation with the **Superintendent** and **District Level Coordinator** designated to head the **District Leader Induction Process** will be held. The initial conversation should include a big-picture look at the [Leader Induction Program Pre- and Post-Assessment](#).
2. Careful review of the [Leader Induction Program Pre- and Post-Assessment](#) by the designated **District-Level Leader Induction Coordinator** will be completed **prior to the next step**. Based on careful review of this document, the designated District-Level Leader Induction Coordinator will coordinate and develop a meeting agenda for the **Leader Induction Support Team**.
 - a. (The "Roles and Responsibilities" addressed in the [Leader Induction Program Pre-and Post-Assessment](#) will assist in determining the most effective partners to invite to the Leader Induction Support Team for your district.)
3. The **Leader Induction Support Team** will develop the **District Leader Induction Plan** following the [Leader Induction Program Pre- and Post-Assessment](#).
 - a. At the first Leader Induction Support Team meeting, members should be assigned to Leader Induction Domains based on experiences and contributions that the team member can make in developing a District Leader Induction Plan comprised of:
 - i. Leadership and Organizational Structures Planning
 - ii. Leader Mentor Planning; and
 - iii. Planning for District Orientation of Leader Mentors and Induction Phase Leaders.
(Guidance for each of these areas is included in the [Leader Induction Program Pre- and Post-Assessment](#).)
 - b. Guidelines for Leader Mentors will be established.
 - c. Guidelines for Induction Phase Leaders will be established.
 - d. SMART goals for the Induction Phase Leader and the Leader Mentor will be developed using [Leader and Mentor Goal-Setting Worksheet](#).
4. The District-Level Leader Induction Coordinator will lead the implementation and monitoring the of the District Leader Induction Plan through the Leader Induction **On-going Performance Assessment** guidelines provided in the [Leader Induction Program Pre- and Post-Assessment](#).
5. It is suggested that the Leader Induction Support Team plan to meet **Mid-Year** and again at the **End of the Year** to conduct the **Leader Induction Program Evaluation** based on progress of the District Leader Induction Plan. The agenda for the both the Mid-Year and End-of-the-Year Leader Induction Support Team Meetings will be developed by the District-Level Leader Induction Coordinator based on data gathered from the Leader Induction On-going Performance Assessment (guidelines for this on-going performance assessment are found in the [Leader Induction Program Pre- and Post-Assessment](#).)

Year Two and Beyond: Repeat the continuous improvement cycle (Steps 1-5 above)

GaDOE Overarching Goal for Georgia Districts and Schools: To provide guidance for a quality leader induction program that supports the Induction Phase Teacher learning, retention, and student learning

Continuous Improvement Leader Induction Program Process Cycle

