

Pilot Schedule of Activities for the Principal

Cycle 1 observations and committee meetings must be held between 1-60 instructional days from Orientation.

Cycle 2 observations and committee meetings must be held between 61-110 instructional days from Orientation.

Cycle 3 observations and committee meetings must be held between 111-140 instructional days from Orientation.

REFER TO THE TPA HANDBOOK FOR REGULATORY AND PROCEDURAL INFORMATION ONLY

Prior to Orientation Meeting you will:

- Access the **Pilot KTIP Sources of Evidence** from the EPSB website.
<http://www.epsb.ky.gov/internships/ktip.asp>
- Verify your username and password for the Intern Management System (IMS).
- Schedule Orientation Meeting.

During Orientation Meeting you will:

- Review all **Pilot KTIP sources of evidence**.
- Discuss self-assessment results and the use of classroom observation data in initiating the intern's *Professional Growth Planning and Self-Reflection (PGP)* document.
- Discuss *Student Voice Survey* process and when it will be administered by KDE. The *Student Voice Survey* is available on the EPSB website.
- Discuss student growth goals and the *Think and Plan Guidance for Developing Growth Goals* located at: <http://education.ky.gov/teachers/PGES/Pages/Student-Growth-Page.aspx>.
- Discuss possible *Collaborative Leadership Plan* ideas.
- Set timelines for completing all sources of evidence.
- Sign off on the Orientation Meeting in IMS by all committee members.
- Schedule first observation.
- Schedule Cycle 1 Committee Meeting.

Prior to Cycle 1 Committee Meeting you will:

- Review the *Lesson Plan*.
- Observe intern for one hour or one class period using either the *Professional Practice Rating for Domains 2 and 3* located on EPSB website or in EDS/CIITS.
- Conduct a post-observation conference.
- Review and score progress of all sources of evidence using *Professional Practice Rating for Domains 1 and 4*.
- Monitor the time the resource teacher spends with the intern.

During Cycle 1 Committee Meeting you will:

- Review all committee members' analytic scores on the two *Professional Practice Rating* documents, using professional judgment to inform scoring on Kentucky Teacher Standards. Record scores for all committee members on the Record of Teacher Internship Year (RTIY) in IMS.
- Initiate *Professional Growth Planning and Self-Reflection (PGP)* document.
- Review and approve the *Collaborative Leadership Plan*.
- Review student needs and learning growth goals on the *Think and Plan Guidance for Developing Growth Goals* document.
- Sign off on the Cycle 1 Committee Meeting in IMS.
- Schedule second observation.
- Schedule Cycle 2 Committee Meeting.

Prior to Cycle 2 Committee Meeting you will:

- Review the *Lesson Plan*.
- Observe intern for one hour or one class period using either the *Professional Practice Rating for Domains 2 and 3* located on EPSB website or in EDS/CIITS.
- Conduct a post-observation conference.
- Review and score progress on all sources of evidence using *Professional Practice Ratings for Domains 1 and 4*.
- Monitor the time the resource teacher spends with the intern.

During Cycle 2 Committee Meeting you will:

- Review all committee members' analytic scores on the two *Professional Practice Rating* documents, using professional judgment to inform scoring on Kentucky Teacher Standards. Record scores for all committee members on the RTIY in IMS.
- Review *PGP* document.
- Discuss *Collaborative Leadership Plan* progress.
- Monitor teaching strategies and learning growth goals on the *Think and Plan Guidance for Developing Growth Goals* document.
- Sign off on the Cycle 2 Committee Meeting in IMS.
- Schedule third observation.
- Schedule Cycle 3 Committee Meeting.

Prior to Cycle 3 Committee Meeting you will:

- Review the *Lesson Plan*.
- Review videotaped lesson or conduct third observation using either the *Professional Practice Rating for Domains 2 and 3* located on EPSB website or in EDS/CIITS.
- Conduct a post-observation conference.
- Review and score all completed sources of evidence using *Professional Practice Ratings for Domains 1 and 4*.
- Review and sign (if completed) the Resource Teacher Time Sheet.

During Cycle 3 Committee Meeting you will:

- Discuss analytic scores on the *two Professional Practice Rating* documents with committee members, using professional judgment to reach consensus on the Kentucky Teacher Standards on the RTIY in IMS.
- Discuss all required and completed sources of evidence.
- Sign off on the Cycle 3 Committee Meeting in IMS.
- Sign off on the Resource Teacher Time Sheet in IMS.
- Confirm completion of the internship to the district KTIP Coordinator and to the EPSB by May 1.