

## Pilot Schedule of Activities for the Resource Teacher

*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).
- Meet with the intern to discuss expectations for the year.
- Assist the intern in completing the *Self-Assessment and Reflection* document.
- Identify possible *Collaborative Leadership Plan* ideas.
- Establish tentative meeting times for out-of-class hours.
- Create the Resource Teacher Time Sheet in IMS.

#### **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 EPSB website.
- Discuss possible *Collaborative Leadership Plan* ideas.
- 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>.
- Set timelines for completing all sources of evidence.
- Sign off on the Orientation Meeting in IMS.
- Schedule first observation.

#### **Prior to Cycle 1 Committee Meeting you will:**

- Offer any assistance needed with lesson planning and completion of sources of evidence.
- Work with intern to identify priority growth needs and help identify professional development to meet these needs.
- 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.
- Follow up with intern and assist with the *Think and Plan Guidance for Developing Growth Goals* document, *Professional Growth Planning and Self-Reflection (PGP)*, and *Collaborative Leadership Plan* proposal.
- Review and score progress on all sources of evidence using *Professional Practice document for Domains 1 and 4*.
- Enter time spent with intern on the Resource Teacher Time Sheet in IMS.

**During Cycle 1 Committee Meeting you will:**

- Discuss analytic scores on the two *Professional Practice Rating* documents with committee members, using professional judgment to inform scoring on Kentucky Teacher Standards. The principal will record holistic scores 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*.
- Discuss student 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.

**Prior to Cycle 2 Committee Meeting you will:**

- Offer assistance with lesson planning and completion of sources of evidence.
- 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 EDS/CIITS.
- Conduct a post-observation conference.
- Review progress made implementing professional growth activities and identify assistance needed for the *PGP*.
- Review progress on the *Collaborative Leadership Plan*.
- Review progress on teaching strategies for student growth goals on the *Think and Plan Guidance for Developing Growth Goals* document.
- Review and score progress on sources of evidence using *Professional Practice Rating for Domains 1 and 4*.
- Enter time spent with intern on the Resource Teacher Time Sheet in IMS.

**During Cycle 2 Meeting you will:**

- Discuss analytic scores on the two *Professional Practice Rating* documents with committee member, using professional judgment to inform scoring on Kentucky Teacher Standards. The principal will record holistic scores on the RTIY in IMS.
- Discuss *Professional Growth Planning and Self-Reflection (PGP)*.
- Discuss progress made on the *Collaborative Leadership Plan*.
- Discuss teaching strategies for learning growth goals on *Think and Plan Guidance for Developing Growth Goals* document
- Sign off on the Cycle 1 Committee Meeting in IMS by all committee members.
- Schedule second observation.

**Prior to Cycle 3 Meeting you will:**

- Offer assistance with lesson planning and completion of sources of evidence.
- Assist intern in the videotaping and review of the lesson if the lesson is to be taped.
- Review the *Lesson Plan*.
- Review videotaped lesson or conduct third observation using either *Professional Practice Rating for Domains 2 and 3* located on EPSB website or EDS/CIITS.
- Conduct a post-observation conference.
- Review and score all completed sources of evidence using *Professional Practice Rating for Domains 1 and 4*.
- Finalize 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 Kentucky Teacher Standards holistic scores. The principal will enter holistic scores 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.

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