

Schedule of Activities for the Principal

Prior to Orientation you will:

- _____ Complete KTIP training.
- _____ Set up electronic reporting account in the Intern Management System (IMS)
- _____ Check with the resource teacher and intern to see that they have passwords.
- _____ Schedule the orientation meeting.
- _____ Ensure that all program policies and procedures are followed.
- _____ Talk with the resource teacher about having stated items prepared for Orientation.
- _____ Help guide *new* resource teachers

During the Orientation you will:

- _____ Review all TPA materials, processes, procedure; discuss expectations.
- _____ Discuss norms and expectations
- _____ Discuss potential students for involvement in Task D; identify one student.
- _____ Discuss intern self-assessment portion of Task E
- _____ Discuss the use of classroom observation data in designing the intern's Professional Growth Plan (PGP).
- _____ Discuss possible Leadership projects; agree upon one for Task F.
- _____ Set timelines for completing TPA tasks.
- _____ Sign off on the orientation meeting in IMS.
- _____ Schedule first observation.
- _____ Schedule Cycle 1 committee meeting.

Prior to Cycle 1 meeting you will:

- _____ Review Teaching and Learning Context Task (A-1)/ Review Lesson Plan Task (A-2).
- _____ Observe the intern for one hour or one class period.
- _____ Conduct a post-observation conference.
- _____ Review Lesson Analysis and Reflection (Task C).
- _____ Monitor the time the resource teacher spends with the intern.

During the Cycle 1 meeting you will:

- _____ Review and approve of Collaboration Work Plan (Task D).
- _____ Review and approve of Leadership Work Plan (Task F).
- _____ Review all committee members analytic scores; discuss holistic scores for all standards; document scores in IMS.
- _____ Initiate Professional Growth Plan (PGP) (Task E). [Strengths and Areas for Growth]
- _____ Sign off on the Cycle 1 committee meeting in the IMS by all committee members.
- _____ Schedule the second observation.
- _____ Schedule the Cycle 2 committee meeting.

Prior to Cycle 2 meeting you will:

- _____ Review Teaching and Learning Context and Lesson Plan (A-1 and A-2).
- _____ Observe the intern for one hour or one class period.
- _____ Review Lesson Analysis and Reflection (Task C).
- _____ Conduct a post-observation conference.
- _____ Monitor the time the resource teacher spends with the intern.
- _____ Review Collaboration Work Plan Progress (Task D).
- _____ Review Leadership Work Plan Progress (Task F).
- _____ Review progress made in developing the Instructional Unit.

During the Cycle 2 meeting you will:

- _____ Review all committee members analytic scores; discuss holistic scores for all standards; document scores in IMS.
- _____ Update Professional Growth Plan (PGP).
- _____ Sign off for the Cycle 2 committee meeting in the IMS by all committee members.
- _____ Schedule Cycle 3 committee meeting and observations.

Prior to Cycle 3 meeting you will:

- _____ Review the Instructional Unit (Tasks G, H and I).
- _____ Review Teaching and Learning Context, Lesson Plan, Lesson Analysis & Reflection (Task A-1, A-2, C).
- _____ Review videotaped lesson or observe intern for one hour or one class period.
- _____ Finalize the out-of-class hours the resource teacher spent with the intern.
- _____ Ensure 50 hours of mentoring time has been completed.
- _____ Establish date when videotape and supporting materials will be delivered.

During the Cycle 3 meeting you will:

- _____ Discuss the completed Tasks D, E and F.
- _____ Discuss the design, implementation, and analysis of the Instructional Unit (Tasks A, B, C, G, H, I, and J); record the final scoring.
- _____ Discuss analytic scores and reach consensus on holistic scores for the Kentucky Teacher Standards.
- _____ Sign off on the Cycle 3 committee meeting in the IMS.
- _____ Sign off on Resource Teacher Timesheet, verifying 50 hours (fewer if allowed by EPSB budget)
- _____ Report completion of the internship to the district KTIP coordinator and to the EPSB by May 1.