

Schedule of Activities for the Resource Teacher

Prior to Orientation you will:

- _____ Read the TPA Handbook in a thorough manner
- _____ Ask the intern to complete the self-assessment before your first meeting.
- _____ Meet with the intern to discuss expectations for the year. Identify guiding questions for the intern regarding the self-assessment questionnaire. Make note of the intern's area(s) for growth and prepare to share with committee at the Orientation meeting.
- _____ Ask the intern to compile a list of possible leadership projects to consider. Review list and make suggestions based on your school's climate and needs.
- _____ Assist the intern with the identification of one student for Task D.
- _____ Make sure your login and password with EPSB is current.
- _____ Assist the intern with the navigation of the EPSB website and IMS system (i.e., location of Task Templates, resources and forms at kyepsb.net).
- _____ Establish tentative meeting times for out-of-class hours.
- _____ Create your Resource Teacher Timesheet in the IMS system.

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 the student.
- _____ Discuss intern self-assessment portion of Task E; use of classroom observation data in designing the intern's Professional Growth Plan (PGP).
- _____ Discuss possible Leadership projects; agree upon one for Task F.
- _____ Establish tentative timelines for completing the TPA tasks;
- _____ Discuss types of documentary evidence that will demonstrate progress toward demonstration of the applicable standards.
- _____ Work with the committee members to set the date for Cycle 1.
- _____ Sign off on the Orientation meeting in IMS.

Prior to Cycle 1 meeting you will:

- _____ Check with intern to see if any assistance is needed with lesson planning and completion of forms Task A-1 and A-2.
- _____ Remind the intern to connect the insights gained in Task A-1 (Student Diversity, Patterns of Achievement, and Implication for Instructions) with the lesson plan (Context, Assessment Plan, Procedures).
- _____ Offer an objective opinion on Task C, effective reflection and analysis.
- _____ Work with intern to identify priority growth needs (Task E) and help identify professional development to meet these needs.
- _____ Follow up with intern regarding collaboration work plan and leadership work plan.

During the Cycle 1 meeting you will:

- _____ Review and approve the Collaboration Work Plan (Task D) and Leadership Work Plan (Task F).
- _____ Review all committee members' analytic scores; discuss holistic scores for all standards; document scores in IMS.
- _____ Initiate the Professional Growth Plan (PGP).
- _____ Review with the principal the out-of-class hours with the intern.
- _____ Work with the committee members to set the date for Cycle 2.
- _____ Sign off on the Cycle 1 committee meeting in the IMS.

Prior to Cycle 2 meeting you will:

- _____ Continue to work with intern on priority areas for growth.
- _____ Review the PGP and discuss growth activities with the intern for each identified area.
- _____ Offer assistance with lesson planning.
- _____ Monitor progress of Tasks D, E, and F.
- _____ Assist with reflection and analysis of observed lessons (Task C).

During the Cycle 2 meeting you will:

- _____ Review the Collaboration (Task D) progress/ Leadership work plan progress (Task F), and progress made in developing the Instructional Unit (Tasks G – J).
- _____ Review all committee members analytic scores; discuss holistic scores for all Standards; document scores in IMS.
- _____ Update the Professional Growth Plan (PGP).
- _____ Review with the principal the out-of-class hours with the intern.
- _____ Work with the committee members to set the date for Cycle 3.
- _____ Sign off on the Cycle 2 committee meeting in the IMS.

Prior to Cycle 3 meeting you will:

- _____ Offer encouragement to complete Tasks D, E, F.
- _____ Assist intern with selection of the Instructional Unit based on the needs of students.
- _____ Prior to sending Tasks G, H, and I to other committee members, review each task of the unit with the intern.
- _____ Review Tasks J-1 and J-2.

_____ Offer assistance in selection of a lesson to videotape for committee viewing.
Assist intern in obtaining proper equipment for this taping. Assist intern in review of this lesson.

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 each analytic score and reach consensus on the holistic scores for the Kentucky Teacher Standards.
- _____ Sign off for the Cycle 3 committee meeting in the IMS.
- _____ Ensure all 50 out-of-class hours with the resource teacher and intern are appropriate.
- _____ Discuss with principal to ensure he/she reports the completion of the internship to the district KTIP coordinator and to the EPSB by May 1.