

Suggested Unit 1/3 Timeline for Candidates

August 2023

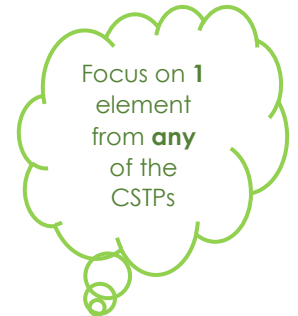
- Complete the 23-24 program application.
- Activate the following accounts:
 - Nearpod
 - Teaching Channel
 - Kiano
- Year 1 Candidates: Find your Individual Development Plan from your university
- Year 2 Candidates: Find your evaluation from last year
- Create a distribution list of parents' emails.
- Develop a plan/template/website for weekly communication with parents



September 2023

Focus area: parent communication, Social Emotional Learning, para-educator expectations

- Once assigned, meet weekly and work with your mentor. Agree on regular meeting times that work for both of you.
- Attend Orientation.
- Align the SBCTIP PD calendar with: your personal, school, and district calendars
- Share your Individual Development Plan or last year's evaluation with your mentor.
- Attach an electronic copy to your Individual Learning Plan.
- Cultivate mentor/coach relationship with "[Knowing Teachers](#)" in [Kiano](#).
- Host mentor for an informal observation of the focus class.
- [Add that focus class as a classroom](#) in Kiano.
- Look for 2 Case Study Students (CSSs) who pose challenges for you.
- Use parts of the "[Knowing Students](#)" tool in [Kiano](#) to facilitate the selection of the CSSs.
 - Upload artifact as a snapshot of your identified CSS as an attachment in Knowing Students. (e. g, interest survey, progress report, F& P assessment, standardized assessment, writing sample, math quiz, email from parent, etc.) to the Knowing Students tool.



- Attend [Orientation](#) with your mentor.

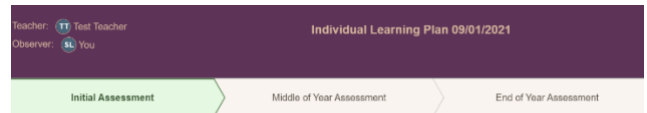
October 2023

Focus area: setting a yearlong SMART goal that will allow for reflection and show growth.

- Meet weekly and work with your mentor.
- Attend "Creating the ILP" after school PD with your candidate.

Specific
Measurable
Attainable
Realistic
Timely and
Trackable

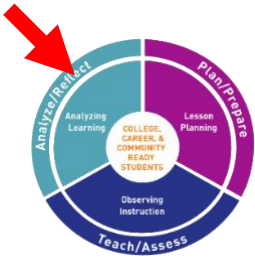
- Work with your mentor to complete the state required the **Initial Assessment Individual Learning Plan (ILP)** tool in [Kiano](#).
- Review the [CSTPs](#) and decide on possible standards that will help improve last year's areas of need, for yearlong focus and evaluation.
- Select one of the same CSTPs that you are being evaluated on, as the focus for your yearlong ILP, SMART goal.
- Assess your level of practice in that CSTP



- List evidence that supports your assessment, and list your strengths and challenges.
- Write a SMART, professional goal, that includes your next steps and desired support to reach your goal.
- Watch and discuss one of the selected Nearpod Learning Labs or Teaching Channel videos with your mentor. Record what you learned in Professional Development section of their ILP.

November and December 2023

- Meet weekly and work with your mentor to:
 - Analyze student learning to determine students' strengths, needs, scaffolds and next steps.
 - Plan a lesson together with **Pre-Observation Conversation** based on the Analysis of Student Learning.
 - Select at least one Teacher Action, and one Student/Classroom Interaction to focus the observation.
 - Schedule an observation of that lesson you and your mentor just planned.
 - Debrief and discuss observation data (**Observation** tool; aka **Selective Scripting** and/or a video observation uploaded to the Teaching Channel) from the observed lesson with the **Post-Observation Co-Analysis (POCA)**
 - Use the **Analyzing Student Learning** tool to analyze the students' results (from the recently observed lesson) and plan next steps.
- Discuss the impact of your instruction on the following:
 - CSSs, creation of the OLE, your yearlong goal created in the **Initial Assessment Individual Learning Plan**
 - the Professional Development you have engaged in this semester (e.g., Nearpod Learning Labs, Teaching Channel Videos, readings, district organized PD)
- Watch and discuss one of the selected Nearpod Learning Labs or Teaching Channel videos with your mentor.



Attend (Reflection Preparation)

- Work on your reflection project so that both, site evaluator, and your mentor can provide feedback and sign before Colloquium (Jan 22, 23, 24, 25, 29th) when it is due.
- Update Knowing Students.

January 2024

- Meet weekly and work with your mentor.
- Update **Knowing Students**. (Start a new one, if you "lost" a CSS).
- Work with mentor to create a **Middle of Year Assessment Individual Learning Plan** that:
 - re-assesses your level of practice
 - provides evidence in bullet points, that supports your assessment, lists your **new** strengths and challenges.
 - revises your SMART, professional goal to include next steps and desired support to reach your newly revised goal.
 - shows progress in your practice.
- Implement feedback from mentor to ensure reflection specifically and thoroughly addresses the questions, the CSSs and the OLE.
- Get both, mentor and site evaluator to sign reflection before Winter Colloquium, as evidence of their contribution
- Attend Winter Colloquium** with completed hard and signed copy of your reflection.
- Upload your signed reflection as an attachment to your Individual Learning Plan

Required Kiano Tools and pieces of evidence:

- Knowing Students (w/ 1 piece of attached evidence for each CSS)
- Initial Assessment Individual Learning Plan**
 - attach **Individual Development Plan**
- Analyzing Student Learning**
 - attach 1 work sample from each CSS
- Pre-Observation Conversation (that mentions the CSSs)**
- Observation** tool (aka Selective Scripting)
- Post-Observation Co-Analysis (POCA)**
- Analyzing Student Learning**
 - attach 1 work sample from each CSS
- Middle of Year Assessment Individual Learning Plan**
 - attach signed reflection
- Focused Teacher Observation