

Teacher Induction Program PLP-A Expectations - Year ONE (1)



Developmental Research School
at the University of Florida

WHEN?	WHAT?	REFLECTION/COMPLETION
Weeks 1-3	Support classroom/learning community set up including technology, passwords, Skyward access, etc.	
	Support the establishment of classroom routines and procedures: <ul style="list-style-type: none"> <input type="checkbox"/> Beginning/Ending Class <input type="checkbox"/> Attendance, Tardies, Absences, Make-Up Work <input type="checkbox"/> Paper Heading for Assignments <input type="checkbox"/> Emergency Drills <input type="checkbox"/> Asking Questions <input type="checkbox"/> Leaving Class (Clinic, Restroom, Office, Guidance) <input type="checkbox"/> Materials Distribution, Sharing, Collection <input type="checkbox"/> Class Interruptions <input type="checkbox"/> Group Work <input type="checkbox"/> Transitions <input type="checkbox"/> Sharpening Pencils <input type="checkbox"/> Personal Technology (Cell Phones, Chrome Books, etc.) <input type="checkbox"/> Coming to Attention <input type="checkbox"/> Testing Procedures <input type="checkbox"/> Materials Needed for Class <input type="checkbox"/> Class Website <input type="checkbox"/> Others: 	
	Support lesson planning	
	Support the establishment of a grading system: <ul style="list-style-type: none"> • Grade first assignments together (if necessary) • Support PLP in completing progress reports 	
	Support PKY general navigation <ul style="list-style-type: none"> • Who to go to for what • Where to get/turn things in 	
	A minimum of one classroom walkthrough per week performed by the PLP-A	

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	A minimum of one meeting per week between the PLP and the PLP-A	
	Reflection notes from each meeting	
Weeks 4-6	Support parent communication (email, phone, informal conversations, parent conferences) <ul style="list-style-type: none"> ▪ PLP-A will ensure that the PLP has communicated with parents and is prepared to distribute progress reports 	
	Set up opportunities to learn from other colleagues, if desired/needed: <ul style="list-style-type: none"> ▪ Determine the focus of a peer visit ▪ Facilitate arrangement of a peer visit ▪ Debrief the peer visit 	
	PLP-A will conduct a minimum of one classroom walkthrough per week with two foci: <ul style="list-style-type: none"> • Classroom Management Techniques • Instructional Pacing Debriefing and reflection after each walkthrough	
	Provide support for PLPA in first phase of Professional Portfolio preparation	
Weeks 7-9	PLP-A will sit side by side with the PLP and enter grades into the Skyward system to prepare for report cards	
	PLP-A will conduct a minimum of one classroom walkthrough per week focused on any area that needs additional problem-solving; Debriefing and reflection after each walkthrough	

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<p>Weeks 10- END of FIRST SEMESTER</p>	<ul style="list-style-type: none"> ● Weekly meetings focused on developing instructional practice, using best practices for instruction specific to the group of students being taught, problem-solving, reviewing student work, etc.; focus of these meetings should be driven by the needs of the teacher ● Provide support for PLPA in second phase of Professional Portfolio preparation ● Debriefing and reflection after each walkthrough ● Reflection Notes on Weekly Meetings ● Assist PLP in preparation for Mid-Year Conference with Principal ● Mid-Year reflection on mentoring 	
<p>SECOND SEMESTER</p>	<p>Continue weekly meetings or move to bi-weekly meetings as needed, (bi-weekly minimum) until the end of the year with reflection notes</p>	
	<p>Set up opportunities to learn from other colleagues, if desired/needed:</p> <ul style="list-style-type: none"> ▪ Determine the focus of a peer visit ▪ Facilitate arrangement of a peer visit ▪ Debrief the peer visit 	
	<p>A minimum of one Classroom Walkthrough per month; debriefing and reflection after each walkthrough</p>	
	<p>Complete one Targeted Feedback Cycle of 3-5 visits aligned with instructional practice goals outlined on the DPP (Deliberate Practice Plan).</p>	
	<p>Assist PLP in preparing Teacher Performance Portfolio</p>	
	<p>Assist PLP with End-of-Year Checklist</p>	
	<p>Submit example of documentation to the AP of Instructional Practice</p>	
	<p>Complete End-of-Year reflection on mentoring/induction experience</p>	