

SUGGESTED TEAM TIMELINE FOR 2nd YEAR TEACHERS

In addition to the following two modules second year TEAM teachers are also responsible for completing Module 5: Professional Responsibility, due date to be determined.

FIRST OF TWO MODULES SEPTEMBER 2016 – JANUARY 2017

From September 5, 2016 – October 3, 2016:

Use “*Mentoring Module Guidelines*” located at www.CTTEAM.org

- Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the *TEAM modules*.
- Review with mentor *TEAM module #3* – instruction.
- Complete *Common Core of Teaching Performance Profile* with mentor.
- Develop *Professional Growth Action Plan (PGAP)* with mentor.
Note: Professional resources must be identified early to allow sufficient time for Library Media Center to order them. (3 – 4 weeks)
- **By October 5, 2016: Have meeting with principal:** share PGAP, discuss possible resources, and have him/her sign off electronically on plan. (See “*Mentoring Module Guidelines*” step #2 E & F)

Note: You have now completed steps #1 and #2 of the “*Mentoring Module Guidelines*”.

From October 5, 2016 – October 31, 2016:

- Utilize professional resources to create a plan for implementation.
 - Read professional books and articles, visit classrooms, meet with mentor and other colleagues, attend professional development workshops, etc...

From October 31, 2016 – December 5, 2016:

- Implement and complete plan. (See “*Mentoring Module Guidelines*” step #3).
Note: We strongly suggest that you complete the *on-line journal* on a daily basis and use your entries to help write your final reflection paper.

From December 5, 2016 – December 21, 2016:

- Write reflection paper and submit to mentor for review. (See “*Mentoring Module Guidelines*” step #4).
- (This should be your personal 2nd or 3rd draft).

From December 21, 2016 – December 27, 2016:

- Revise reflection paper with mentor’s assistance.

By January 27, 2017:

- Have reflection paper signed-off electronically by mentor.
- Submit final reflection paper on www.CTTEAM.org

Note:

Italicized documents are on the CTTEAM website – www.CTTEAM.org

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**SECOND OF TWO MODULES
JANUARY 2017 – JUNE 2017**

From January 29, 2017 – February 13, 2017:

Use “*Mentoring Modules Guidelines*” located at www.CTTEAM.org

- Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the *TEAM modules*.
- Review with mentor *TEAM module #4* – assessment.
- Complete *Common Core of Teaching Performance Profile* with mentor.

- Develop *Professional Growth Action Plan* (PGAP) with mentor.
Note: Professional resources must be identified early to allow sufficient time for Library Media Center to order them. (3 – 4 weeks)
- **By February 15, 2017: Have meeting with principal:** share PGAP, discuss possible resources, and have him/her sign off electronically on plan. (See “*Mentoring Module Guidelines*” step #2 E & F)
Note: You have now completed steps #1 and #2 of the “*Mentoring Module Guidelines*”.

From February 15, 2017 – March 14, 2017:

- Utilize professional resources to create a plan for implementation.
 - Read professional books and articles, visit classrooms, meet with mentor and other colleagues, attend professional development workshops, etc...

From March 14, 2017 – April 10, 2017:

- Implement and complete plan (See “*Mentoring Module Guidelines*” step #3).
Note: We strongly suggest that you complete the *on-line journal* on a daily basis and use your entries to help write your final reflection paper.

From April 10, 2017 – May 15, 2017:

- Write reflection paper and submit to mentor for review (See “*Mentoring Module Guidelines*” step #4).
- (This should be your personal 2nd or 3rd draft).

From May 15, 2017 – May 19, 2017:

- Revise reflection paper with mentor’s assistance.

By May 31, 2017:

- Have reflection paper signed-off electronically by mentor.
- Submit final reflection paper on www.CTTEAM.org

Note:

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