

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
1	Understand, use and apply the school's disciplinary system.	Observe	... an administrator handling a discipline referral and following the discipline matrix when assigning a consequence.		
			... the process an administrator goes through with a discipline referral including all procedures and paperwork		
		Participate	... in a specific discipline referral conference led by an administrator.		
			... by handling one disciplinary referral paperwork and overseeing that all procedures are followed.		
		Lead	... a minimum of three disciplinary referrals including the implementation of a consequence.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
2	Classroom Walk Through (CWT).	Observe	... by shadowing mentor through a CWT.		
			... by entering a dialogue with the administrator to determine if the school's specialized CWT instrument meets current needs or if revision would be appropriate.		
		Participate	... with administration to identify the components needing to be included in the school's specialized CWT instrument.		
			... by accompanying and shadowing mentor through a CWT.		
			... by discussing with the mentor the findings from the CWT and what process the administrator will use to follow-up with teacher(s).		
		Lead	... a minimum of five CWT's in a specific subject or grade level.		
			... collection and data analysis from a CWT.		
			... by making memorandum to the administration of analysis and suggested improvements to school's specialized CWT instrument.		
			... by suggesting possible staff development topics or areas needing to be addressed with the school's faculty based on data analysis from CWTs.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
3	Developing and fostering an effective school-community partnership.	Observe	... by reviewing the current status of school-community partnerships currently in existence in the school.		
			... by identifying the current School Improvement Plan (SIP) for any action steps that could be enhanced by a business partnership activity.		
		Participate	... in a meeting between the school administration and a business/community partner regarding activities to improve school operations or student achievement.		
		Lead	... with the collaboration of an administrator, contact a prospective business or community partner to enlist their support and involvement in the school.		
			... by developing at least one student achievement-based action step for the partnership that aligns with the SIP.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
4	Parent communication and participation.	Observe	... at least one PTSA (PTA or PTO) meeting.		
			... at least one meeting where the administration meets with community members for advice.		
			... an activity where parents are contacted using a newsletter or other method of communication.		
		Participate	... by working with principal or designee to contact parents via newsletter or other method of communication concerning registration, information, times and possible school events.		
		Lead	... by creating, in consultation with the principal, a report to be distributed to the parent community.		
			... by delivering the intern-created report at a parent meeting.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
5	School Safety Plans and Drills.	Observe	... school safety meeting where the school safety plans and evacuation drills are discussed.		
			... the year's first school evacuation drill by shadowing the administrator in charge of initiating and coordinating the drill.		
		Participate	... School Safety Committee meeting where the school safety plans and evacuation drills are discussed.		
			... Safety Committee meeting where the safety plan and evacuation drills are decided.		
		Lead	... the process that will plan and execute a safety drill (excluding fire and tornado) that involves the local police and fire departments (when possible).		
			... the post-drill evaluation meeting.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
6	Create and implement plan for improving Level 1-2 FCAT performers.	Observe	... Level 1-2 reading classes/groups.		
			...an instructional leadership team meeting where discussion takes place on the progress of struggling readers and the strategies being implemented.		
			... a parent conference led by Guidance/Reading Coach specific to the issues of reading, and how the measures for student improvement were discussed.		
			... attend data chats/conferences to determine students' academic needs for the school year.		
		Participate	... in a meeting with the Reading Coach to discuss a school-wide reading plan.		
			... in meetings with the department/grade level chairs concerning the methodology each discipline and grade uses to support effective strategies.		
			... in assisting the administration and instructional support personnel in disaggregating data to identify the supplemental instructional needs of students.		
		Lead	... the development and creation of a set of actions to address the reading instruction of the AYP subgroup.		
			... a discussion between the administration and instructional support team to gauge AYP subgroup student progress.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
7	New teacher or employee induction and program review.	Observe	...a new teacher orientation meeting/learning community at the school site to hear the challenges new teachers are experiencing and recommendations that are generated.		
			...a meeting with a new teacher coach or mentor and a new teacher.		
		Participate	... in a new teacher meeting for newly hired teachers or an orientation for new employees.		
			... in planning meetings with the new teacher program facilitator for upcoming new teacher meetings.		
			...in a meeting with a new teacher coach and a new teacher to discuss recommendations for improvement based on the administrator's observation (formal or informal).		
		Lead	... a summative review of the process and implementation with the administration leadership team, including a formal presentation of recommendations for improving teacher induction.		

Fall Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
8	Plan and implement an appropriate staff development initiative.	Observe	... a staff development workshop, noting the procedures and structure relative to effective professional development.		
			... a staff development or learning community held at your school that is facilitated by one of the school's employees.		
		Participate	... in a discussion with the department chair/team leader about facilitating a learning community discussion with your team/department members.		
			... in developing the activities for an adult learning community.		
		Lead	... a workshop, learning community, or other professional development for addressing a minimum of three of the strategies in Marzano's book.		