

Spring Semester Activity Planner

Activity #	Descriptor	Continuum	Description	Mentor's Recommended Strategies / Other Notes	Date to Perform
1	Determining instructional staffing needs; selecting and interviewing teacher candidates.	Observe	... an administration meeting with the discussion of the factors considered in determining available positions within the school for hiring.		
			... interviews conducted by a school administrator for a vacant position and discuss with the administrator what skills and attributes surfaced from the interviews to determine the final selection.		
		Participate	... in the preliminary discussions at the school that precede the school's budget conference that is held with the appropriate district or school office.		
			... by meeting with an administrator as they review resumes for vacant positions and discuss skills desired and applicant qualifications.		
			... by serving on an interview team for a vacant position and offer input in selecting the best candidate for the position.		
		Lead	... by assisting in the development of the following year's budget, focusing on staffing needs.		
			... the review of resumes for vacant positions and provide recommendations for candidates to interview to the administration.		
			... by conducting interviews for a vacant position and offer input in selecting the best candidate for the position.		

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2	Developing, monitoring, and implementing specific SIP initiatives.	Observe	... a SAC meeting that is focused on discussion of monitoring or implementing SIP goals.		
			... an administrator who is meeting with team leaders as they discuss monitoring the implementation of action steps within the School Improvement Plan.		
		Participate	... with team leaders to monitor the implementation of the Action Step within one SIP objective.		
			... in a discussion with appropriate staff pertaining to how Action Step will affect student achievement.		
		Lead	... in planning the implementation of an Action Step.		
			... in the development of a subject specific SIP initiative / objective with action steps.		
.... a sub committee that is responsible for at least one of the Action Steps in the SIP.					

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3	Creating a staff development program.	Observe	... principal or designee deciding on a staff development needs survey.		
			... the process of survey data analysis.		
			... the planning process for staff development activities during designated training dates.		
			... the principal or designee aligning the calendar of staff development to meet the needs of personnel to deliver the curriculum.		
		Participate	... as an active member of the school's staff development committee.		
			... with Principal/designee to decide on staff development needs survey, analyze data and plan staff development activities for designated training dates.		
			... with Principal/designee to develop and align a calendar of staff development events.		
		Lead	... by creating and implementing a staff development needs survey in collaboration with principal/designee to identify the timeline for the staff development calendar.		
			... by developing and aligning a calendar (March to March) of staff development events.		

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4	Plan and assist in conducting an IEP meeting with ESE Specialist.	Observe	... an initial staffing meeting.		
			... an IEP meeting conducted by the ESE Specialist.		
		Participate	... in a staffing as a general education teacher or ESE teacher depending on certification.		
			... in a collaborative problem solving (i.e. child study) meeting at the school site.		
		Lead	... by working with the ESE Specialist, initiate scheduling and notification process, facilitate the staffing, complete all necessary paperwork and follow-up.		

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5	Conduct an Equity Audit.	Observe	... a school leadership team meeting that addresses issues of equity at your school and how they are being met.		
		Participate	... in a discussion with the principal/assistant principal about the issues of equity and what your school's priority is concerning these issues.		
			... in a discussion with the principal/assistant principal about the school's status in terms of issues of race, class, socio-economic status, and any other social issues that divide and create inequity within your school.		
		Lead	... the process to complete an equity audit for the school.		

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6	Staff development initiative that incorporates learning community development.	Observe	... an area of concern at your school that could be improved by implementing some research-based strategies.		
		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 with your administrator/curriculum specialist.		
		Lead	... a discussion with principal/assistant principal about the area of interest/concern and the research you have conducted to address this area.		
			... the adult learning sessions for addressing the identified area.		

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7	Classroom Walk Through (CWT) – at School Level Different from Intern's.	Observe	... by accompanying and 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.		

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8	End-of-School-Year Activities Planning	Observe	... a meeting of the activity administrator coordinating the events planned for the end of the year/semester.		
			... if possible, the planning and execution of a third quarter school event or ceremony prior to end-of-year recognition activities (varies by school; can be for children and/or adults).		
		Participate	... in a planning meeting for a culminating event at your school.		
		Lead	... in conjunction with a mentoring administrator, one culminating event from start to finish.		