

# PreK-12 Yearlong Plan for Mentoring New Educators in Portland Public Schools

2017-2018

[Counselor Yearlong](#) [Teacher Librarian Yearlong](#) [Special Education Yearlong](#)

**GOAL:** We coach through the lens of racial equity to increase the academic, personal, and interpersonal success of all students. We engage in reflective practices to increase culturally responsive teaching, close the achievement gap, and cultivate instructional leadership.

	<b>Quarter 1:</b> August 28-November 3	<b>Quarter 2:</b> November 6-January 29	<b>Quarter 3:</b> January 30 - April 13	<b>Quarter 4:</b> April 16 - June 12
<p><b>Mentoring Tools and Processes:</b></p> <p>Embedded into our work.</p>	<ul style="list-style-type: none"> <li>· Collaborative Assessment Log (CAL)</li> <li>· Coaching for Equity (National Equity Project)</li> <li>· Mentoring Language</li> <li>· Begin Student Learning and Growth (SLG) Goals (to begin ICAP work)</li> <li>· Lesson Planning</li> </ul>	<ul style="list-style-type: none"> <li>· Collaborative Assessment Log (CAL)</li> <li>· Coaching for Equity (National Equity Project)</li> <li>· Observation tools</li> <li>· Re-visit Student Learning and Growth (SLG) Goals</li> </ul>	<ul style="list-style-type: none"> <li>· Collaborative Assessment Log (CAL)</li> <li>· Coaching for Equity (National Equity Project)</li> <li>· Begin Inquiry Cycle Action Plan (ICAP)</li> <li>· Observation tools</li> <li>· Complete ODE Survey</li> </ul>	<ul style="list-style-type: none"> <li>· Collaborative Assessment Log (CAL)</li> <li>· Coaching for Equity (National Equity Project)</li> <li>· Observation Tools</li> <li>· Finish Inquiry Cycle Action Plan (ICAP)</li> <li>· Present Inquiry Cycle Action Plan (ICAP) to principals</li> </ul>
<p><b>Mentor's actions:</b></p> <p>In addition to the actions listed, mentors will assist with educator's actions as needs arise.</p>	<p><u>PROF. RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Beyond Diversity training</li> <li>· New Hire Orientation (8/17)</li> <li>· Initial contact with new teachers</li> <li>· Program expectations</li> <li>· Collaboratively attend PD</li> <li>· Connecting new teachers with TOSAs and resources</li> </ul>	<p><u>PROF. RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Collaboratively attend PD</li> <li>· Shadowing coaching partner</li> <li>· Action Research</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Mid-year review of professional goals, teacher evaluation</li> </ul>	<p><u>PROF. RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Collaboratively attend PD</li> <li>· Shadowing coaching partner</li> <li>· Action Research</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Support with Summative Evaluative Report (due: 3/1)</li> <li>· Review professional goals</li> </ul>	<p><u>PROF. RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Collaboratively attend PD</li> <li>· Shadowing coaching partner</li> <li>· Action Research</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· End-of-year reflection on professional growth</li> </ul>

	<p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Assist with developing professional and student goals</li> <li>· Write professional goals</li> </ul> <p><u>ASSESSMENT/INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Begin Student Learning and Growth (SLG) Goals (to begin ICAP work)</li> <li>· Support with Culturally Responsive Instruction</li> <li>· Classroom observations</li> </ul> <p><u>SITE COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Administrator/mentor meetings: 9/25/17-10/6/17</li> </ul>	<p><u>ASSESSMENT/INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Re-visit Student Learning and Growth (SLG) Goals</li> <li>· Differentiated lesson planning</li> <li>· Support with Culturally Responsive Instruction (select focal student)</li> <li>· Classroom observations</li> <li>· Veteran teacher observations</li> </ul> <p><u>SITE COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Administrator/mentor meetings: 1/8/18-1/19/18</li> </ul>	<p><u>ASSESSMENT/INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Introduce Inquiry Cycle Action Plan (ICAP)</li> <li>· Differentiated lesson planning</li> <li>· Support with Culturally Responsive Instruction (select focal student)</li> <li>· Classroom observations</li> <li>· Veteran teacher observations</li> </ul>	<p><u>ASSESSMENT/ INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Support Inquiry Cycle Action Plan (ICAP)</li> <li>· Differentiated lesson planning</li> <li>· Support with Culturally Responsive Instruction (select focal student)</li> <li>· Classroom observations</li> <li>· Veteran teacher observations</li> </ul> <p><u>SITE COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Administrator/mentor meetings: 5/7/18-5/18/18</li> </ul>
<p><b>Resources &amp; References</b></p>	<p><a href="#">New Teacher Center (NTC)</a>, <a href="#">National Equity Project (NEP)</a>, <a href="#">Oregon Department of Education (ODE)</a>, <a href="#">Oregon Mentoring Program Standards</a>, <a href="#">PPS Mentor Team</a>, PPS TOSAs</p>			

	<b>Quarter 1</b> August 29 – November 3	<b>Quarter 2</b> November 7 – January 26	<b>Quarter 3</b> January 30 - April 6	<b>Quarter 4</b> April 16 - June 12
<b>Educator's Actions:</b>	<p><u>PROFESSIONAL RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Beyond Diversity training</li> <li>· Professional Team-building</li> <li>· Complete Child Abuse Training <a href="#">(online)</a></li> <li>· Synergy Training &amp; set-up</li> <li>· Emergency Plans</li> <li>· AESOP Process</li> <li>· SIT / BSC Process</li> <li>· Check Learning Campus for Prof. Development</li> <li>· Record keeping</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Setting Professional Goals</li> <li>· Pre-obs conference with eval. Admin.</li> <li>· Goal setting mtg with eval. Admin.</li> <li>· Formal observations (due by December)</li> </ul> <p><u>CLASSROOM COMMUNITY (Domain 2)</u></p> <ul style="list-style-type: none"> <li>· Community-building</li> <li>· Classroom systems and management</li> </ul>	<p><u>PROFESSIONAL RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Professional Team-building</li> <li>· Check Learning Campus for Profess. Development</li> <li>· Record keeping</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Mid-year Goal Review</li> <li>· Formal observations</li> </ul> <p><u>CLASSROOM COMMUNITY (Domain 2)</u></p> <ul style="list-style-type: none"> <li>· Community-building</li> <li>· Review expectations</li> </ul> <p><u>FAMILY COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Follow-up from Fall conferences</li> </ul> <p><u>ASSESSMENT &amp; INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Align instruction and grading with CCSS/report card</li> <li>· Communicate Content and Language Objectives</li> <li>· Assessments</li> </ul>	<p><u>PROFESSIONAL RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Professional Team-building</li> <li>· Check Learning Campus for Profess. Development</li> <li>· Record keeping</li> <li>· Survey to provide program feedback</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Formal observation &amp; Summative Evaluative Report</li> </ul> <p><u>CLASSROOM COMMUNITY (Domain 2)</u></p> <ul style="list-style-type: none"> <li>· <u>Align instruction with CCSS</u></li> <li>· Communicate Content and Language Objectives</li> <li>· Revisit classroom systems and community-building</li> </ul> <p><u>FAMILY COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Survey to provide program feedback</li> </ul> <p><u>ASSESSMENT &amp; INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Statewide assessments/Work samples</li> </ul>	<p><u>PROFESSIONAL RESPONSIBILITIES (Domain 4)</u></p> <ul style="list-style-type: none"> <li>· Professional Team-building</li> <li>· Check Learning Campus for Profess. Development</li> <li>· Record keeping</li> </ul> <p><u>PROFESSIONAL EVALUATION</u></p> <ul style="list-style-type: none"> <li>· Professional Goal summative statement</li> </ul> <p><u>CLASSROOM COMMUNITY (Domain 2)</u></p> <ul style="list-style-type: none"> <li>· Align instruction with CCSS</li> <li>· Communicate Content and Language Objectives</li> <li>· Revisit classroom systems and community-building</li> </ul> <p><u>FAMILY COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· End-of-year checklist/procedures</li> </ul> <p><u>ASSESSMENT &amp; INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Statewide assessments/Work samples</li> <li>· Assessments</li> </ul>

	<ul style="list-style-type: none"> <li>· Digital Citizenship &amp; classroom technology</li> </ul> <p><u>FAMILY COMMUNICATION</u></p> <ul style="list-style-type: none"> <li>· Open House</li> <li>· Initial contact with families</li> <li>· Fall Conferences (11/8-11/9)</li> </ul> <p><u>ASSESSMENT &amp; INSTRUCTION (Domain 1 &amp; 3)</u></p> <ul style="list-style-type: none"> <li>· Assessments (inform of timeline of work samples due in May)</li> <li>· Align instruction and grading with CCSS/Report cards</li> <li>· Communicate Content and Language Objectives</li> <li>· Report Cards/Conference Template</li> <li>· SP progress notes</li> <li>· Write Student Learning Goals and Professional Goal</li> <li>· Differentiated lesson planning</li> <li>· Provide culturally responsive instruction</li> </ul> <p><u>INDIVIDUAL STUDENT NEEDS (Domain 1)</u></p> <ul style="list-style-type: none"> <li>· Identify TAG, ELL, Spec. Ed. Students (CUM file, Synergy)</li> <li>· Review behavior plans with Sped teachers</li> <li>· Read IEPs &amp; IEPs at a Glance</li> <li>· Provide &amp; plan for accommodations &amp; modifications</li> </ul>	<ul style="list-style-type: none"> <li>· Differentiated lesson planning</li> <li>· Provide culturally responsive instruction (select focal student)</li> </ul> <p><u>INDIVIDUAL STUDENT NEEDS (Domain 1)</u></p> <ul style="list-style-type: none"> <li>· Progress Monitoring (disaggregate students' data: intensive students, IEP, students of color)</li> </ul>	<ul style="list-style-type: none"> <li>· Assessments</li> <li>· Align instruction and grading with CCSS/report card</li> <li>· Inquiry Cycle</li> <li>· Present Inquiry Cycle Action planning at Curriculum Mapping Session</li> <li>· Differentiated lesson planning</li> <li>· Report card planning day</li> </ul> <p>Provide culturally responsive instruction (select focal student)</p> <p><u>INDIVIDUAL STUDENT NEEDS (Domain 1)</u></p> <ul style="list-style-type: none"> <li>· Progress Monitoring (disaggregate students' data: intensive students, IEP, students of color)</li> </ul>	<ul style="list-style-type: none"> <li>· Align instruction and grading with CCSS/report card</li> <li>· Differentiated lesson planning</li> <li>· Provide culturally responsive instruction (select focal student)</li> <li>· Present Inquiry Cycle Action Plan to administrators</li> </ul> <p><u>INDIVIDUAL STUDENT NEEDS (Domain 1)</u></p> <ul style="list-style-type: none"> <li>· Progress Monitoring (disaggregate students' data: intensive students, IEP, students of color)</li> </ul>
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