

SUGGESTED TEAM TIMELINE

In addition to the two modules per year TEAM teachers are also responsible for completing
Module 5: Professional Responsibility

Suggested Order – Classroom Management/Instruction/Planning/Assess/Mod.5
(offered 1x per year for Secondary & Elementary)

SEPTEMBER - JANUARY

From September 5, 2017 -October 5, 2017:

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

- o Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the *TEAM modules*.
- o Review with mentor previously completed *TEAM module*.
- o Complete *Common Core of Teaching Performance Profile* with mentor.
- o 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)
- o **By October 6, 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 October 6, 2017 – November 3, 2017:

- o 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 November 3, 2017 - December 1, 2017:

- o 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 1, 2017 - December 22, 2017:

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

From December 22, 2017 - January 26, 2018

- o Revise reflection paper with mentor’s assistance.

By January 26, 2018:

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

Note: *Italicized documents* are on the CTTEAM website - www.CTTEAM.org

SUGGESTED TEAM TIMELINE

SECOND OF TWO MODULES JANUARY - JUNE

From January 29, 2018 - February 16, 2018:

Use "*Mentoring Module Guidelines*" located at www.CTTEAM.org

- o Explore the *Common Core of Teaching (CCT)* with mentor, noting the alignment with the TEAM *modules*.
- o Review with mentor TEAM *module*.
- o Complete *Common Core of Teaching Performance Profile* with mentor.
- o 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)
- o **By February 16, 2018: 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 16, 2018 - March 16, 2018:

- o 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 16, 2018 - April 13, 2018:

- o 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 13, 2018 - May 11, 2018:

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

From May 11, 2018 – May 25, 2018:

- o Revise reflection paper with mentor's assistance.

By May 31, 2018:

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

Note:

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