



**Professional Development
Beginning Teacher Program Completion**

Teacher Name: _____ School: _____

Components	Timeline	Check When Completed
New Teacher Orientation	One day event prior to pre-planning	<input type="checkbox"/>
Support Team Component	Team identified by the principal: New Teacher, Mentor, Administrator <ul style="list-style-type: none"> ● Team: Oversee development/implementation of the new teacher's professional development plan. ● Mentor: Provide support and coaching, meet formally/informally each week from hiring through post-planning. ● Administrator: Observe at least twice. 	<input type="checkbox"/>
Instructional Planning Cycle	September – End of Year	<input type="checkbox"/>
Complete Professional Development Plan and Self-Reflection Guide (w/ mentor coach & Administrator)	October	<input type="checkbox"/>
Classroom Management Professional Development	October	<input type="checkbox"/>
Instructional Planning Professional Development	November	<input type="checkbox"/>
Instructional Planning Professional Development	January and March	<input type="checkbox"/>
Visitation	Support team is responsible for scheduling visitation opportunities within the school. Follow-up discussion and observation is to be facilitated by the team.	<input type="checkbox"/>
Mandatory online course: Child Abuse and Neglect	Before the end of the school year. Please keep a copy of certificates. http://www3.fl-dcf.org/RCAAN/	<input type="checkbox"/>
Optional Workshops	New Teachers may participate in other professional development throughout the year. Activities may be school-based, district-level or as individual study. CANVAS Courses: Instructional Planning, Assessment, Cooperative Learning, and Classroom Management.	<input type="checkbox"/>
Professional Education Competence Verification form (if applicable)	Completed and sent to Michael Jacobi, Certification Analyst, by April 1.	<input type="checkbox"/>

STATEMENT OF COMPLETION

I verify that _____ has completed the components of the ACPS Beginning Teacher Program.

Mentor Signature: _____ Date: _____

Principals will meet with their beginning teacher(s) and mentor to ensure completion before electronically signing off in ACIIS.