

Polk County Schools
Professional Education Competence (PEC) Program
Support Team Checklist/Timeline

Teacher _____ School _____

Hire/Selection Date _____ Mentor Teacher _____

I. District-Based Orientation and Training—first available sessions after hire date

DATE COMPLETED	INITIALS	ACTIVITY
		Teacher Induction Program Seminar (T.I.P.S.)
		TIPS Follow-up-Seven Simple Secrets (Reflections due to PD staff by May 11, 2012)

II. School-Based Orientation and Planning—within 20 working days

DATE COMPLETED	INITIALS	ACTIVITY
		School-Based Orientation
		Review PEC process and establish portfolio expectations
		Establish tentative timeline
		Assign AIF/Mentor & set meeting schedule as appropriate
		Email Mentoring Teacher Assignment form to Marilyn Hunt in Professional Development

III. Screening Observation – Global Observation Instrument (GOI)—within 30 working days

DATE COMPLETED	INITIALS	ACTIVITY
		Pre-Observation conference
		Observation (place copy in portfolio)
		Instructional Assessment Conference (as needed)
		Post-Observation conference

IV. Develop Teacher Action Research Goals and Educational Timeline (T.A.R.G.E.T.)

DATE COMPLETED	INITIALS	ACTIVITY
		T.A.R.G.E.T. conference/discuss goals & strategies
		Complete first three sections of T.A.R.G.E.T. on Data Day

V. Initial Formative Assessment – Overall Annual Performance Evaluation Rating (OAPER)—within 90 student contact days

DATE COMPLETED	INITIALS	ACTIVITY
		Assessment Rating Process
		Conference

VI. Second Formative Observation – Global Observation Instrument (GOI)—within 120 student contact days

DATE COMPLETED	INITIALS	ACTIVITY
		Pre-Observation Conference
		Observation (place copy in portfolio)
		Instructional Assessment Conference (as needed)
		Post-Observation Conference

VII. Summative Assessment – Overall Annual Performance Evaluation Rating (OAPER) –within 180 student contact days

DATE COMPLETED	INITIALS	ACTIVITY
		Conduct Assessment Conference
		Complete Accomplished Practices Checklist
		Complete PEC Annual Completion Form
		Sign Mentor Supplement Sheet
		Return completed stapled forms to HRS [Support Team Checklist, Accomplished Practices Checklist, and PEC Annual Completion Form]

Upon completion, please send to District Certification Office Route E