

## ESP TIMELINE

Date When complete	Timeline	Person(s) Responsible	Activity
	Prior to Preschool	ESP Contact	Prepare a list of ESP teachers. Assign mentors to new educators. Enter new educator and mentor data into SharePoint.*  Refer to <a href="http://www.palmbeachschools.org/staffdev/NewEducators.asp">http://www.palmbeachschools.org/staffdev/NewEducators.asp</a> for directions and access. Schedule Support Team meetings.
	Preschool- Week 1	New Educator Mentor	Complete What New Teachers Need To Know <b>(by 8/26/11)</b> .
<p>_____</p> <p>Routine Events</p> <p>_____</p> <p>Addressing Content</p> <p>_____</p> <p>Enacted on the Spot</p>	Preschool - Week 3	New Educator	<p>Complete the Self Assessment</p> <p>Marzano Protocol: Lesson Segments Involving Routine Events <b>(by 8/26/11)</b>.</p> <p>Marzano Protocol: Lesson Segments Addressing Content <b>(by 9/2/11)</b>.</p> <p>Marzano Protocol: Lesson Segments Enacted on the Spot <b>(by 9/9/11)</b>.</p>
	Weeks 1-18	Administrator	Complete required walkthroughs and observations <b>(by 12/22/11)</b> .
<p>_____</p> <p>Write Plan</p> <p>_____</p> <p>1st Update</p> <p>_____</p> <p>Sign Off</p>	Weeks 1-18  <b>Personal Growth Plan developed by 10/14/11</b>	<p>Support Team:</p> <p>Administrator</p> <p>Mentor</p> <p>New Educator</p>	<p>Write a Personal Growth Plan (IPDP) <b>(by 10/14/11)</b>.</p> <p>Update the plan twice throughout support.</p> <p>First update <b>(by 12/16/11)</b></p> <p>Sign off at end of support <b>(TBD**)</b>.</p>
	Weeks 13-18 (November- December)	Administrator	Complete first evaluation <b>(by 12/22/11)</b> .
<p>FEAP</p> <p>_____</p> <p>1</p> <p>_____</p> <p>2</p>	Weeks 4-25	Mentor  New Educator	<p><b>Required FEAPs:</b></p> <p>#1 Instructional Design &amp; Planning <b>(by 10/28/11)</b></p> <p>#2 The Learning Environment <b>(by 9/16/11)</b></p> <p>#3 Instructional Delivery &amp; Facilitation <b>(by 12/16/11)</b></p> <p>#4 Assessment <b>(by 2/24/2012)</b></p>

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<hr/> 3 <hr/> 4 <hr/> 5A  <b>OR</b> <hr/> 5B			<b>Choice of #5 Continuous Professional Improvement</b> #5A Parent/Guardian-Teacher Conference <b>OR</b> #5B Veteran Teacher Observation ( <b>by 1/27/12</b> )
	Weeks 18-35	Administrator	Complete required walkthroughs and observations ( <b>by TBD**</b> ).
	After support	Administrator	Conduct Final Evaluation ( <b>by TBD**</b> ).
	After support	New Educator	Complete ESP Survey online (link will be sent to all new educators at the beginning of May). Make a copy of all official documents for your records.
	By 5/11/12	ESP Contact Principal	Complete and send the Competency Verification Report Form and Personal Growth Plan (IPDP) and Log to Dr. Gina Stafford, Professional Development <b>by 5/11/12</b> .

**\*Continue to update new educator/mentor data monthly on SharePoint. Please note that if the new educator is supported by a New Teacher Center (NTC) Mentor, they will serve as the mentor for the Educator Support Program during FY12. The NTC Mentor will provide you with regular updates on program progress – please utilize this information to update SharePoint.**

**\*\*All ESP Contacts will be sent updates via e-mail when dates have been determined.**