

CCCOE TIP Graphic Depiction of the Unit Assessment Timeline

Timeline	Activity/Activities	Responsible Parties
Prior to Day 1	Enrollment and Matching Projections shared between partner districts/schools and CCCOE TIP	<ul style="list-style-type: none"> • Program Coordinators • District/School Coordinator/Liaison • CCCOE Credentials Analyst • Human Resource Contact
Day 1	Enrollment and Orientation Provide overview of Preliminary Program Transition Plan and What, Why and How of Induction	<ul style="list-style-type: none"> • Program Coordinators • District Coordinators/Liaison
Day 1-30	Induction matching New Mentor Training Mentor Seminar 1	<ul style="list-style-type: none"> • Program Coordinators • District Coordinators/Liaison • Human Resource Contact • CCCOE Credentials Analyst • Mentor • Participating Teacher
Day 60	ILP Site Admin Consultation and Growth Goals (CSTP continuum/ reflection) are submitted via email: provide feedback or input to support mentor and participating teacher growth	<ul style="list-style-type: none"> • District Coordinators/Liaison • Mentor/Participating Teacher
7x a year	Leadership Team Meetings: Gather to analyze data, provide input, feedback on effectiveness of program	<ul style="list-style-type: none"> • Program Coordinators • District/School Coordinator/Liaisons
3x a year	Program ILP Workshops: Opportunity to gather timely input of induction processes and effectiveness	<ul style="list-style-type: none"> • Program Coordinators • Mentor • Participating Teacher
3x a year	Mentor Seminars: Gather input and reflection on mentor growth and effectiveness	<ul style="list-style-type: none"> • Program Coordinators • Mentor
Monthly	Professional Development: Opportunity to gather input of effectiveness of program support	<ul style="list-style-type: none"> • Mentor • Participating Teacher
Month 5	Inquiry Action Plan submitted via email: provide feedback or input to support mentor and participating teacher growth	<ul style="list-style-type: none"> • District Coordinators/Liaison • Mentor/Participating Teacher
Month 6	Mid Year Survey: Input on effectiveness of program, mentor and participating teacher growth	<ul style="list-style-type: none"> • Mentor • Participating Teacher

Month 7	Mid Year Review: Growth Goal reflection and opportunity for mentors and participating teachers to provide reflection of program effectiveness	<ul style="list-style-type: none"> • District Coordinators/Liaison • Mentor/Participating Teacher
Month 8		
Month 9	End of Year Survey: Gather input on effectiveness of program for the upcoming year as well as mentor and participating teacher growth: participating teachers provide direct feedback to their mentor's effectiveness	<ul style="list-style-type: none"> • • Mentor • Participating Teacher • Site Administrator
Month 10	ILP Review: Review of all participating teachers Individualized Learning Plans with CSTP continuum reflection. Gather reflections of growth and areas of need from Reviewers. Completers are sent to CCCOE Credential Analyst for clear credential recommendation.	<ul style="list-style-type: none"> • Program Coordinators • District/School Coordinator/Liaisons • CCCOE Credentials Analyst • Mentors
Month 10	Mentor Collaborative Logs: Feedback on successes, challenges, next steps and future dedication to their role in mentoring and induction	<ul style="list-style-type: none"> • District/School Coordinator/Liaisons • Mentor
Month 11	Annual Completer Survey: Comprehensive collection of data from participating teachers completing the program	<ul style="list-style-type: none"> • CTC Personnel • Program Coordinators • Participating Teachers

This table supports Graphic Depiction of the Unit Assessment Timeline

Induction Program Roles and Responsibilities	
Coordinators	<ul style="list-style-type: none"> • Design, administer and analyze, preliminary transition plan survey, mid year and end of year surveys, end of year mentor collaborative logs and ILP reflection submissions • Analyze collected data including unit assessments, CTC Complete Survey, Annual Data Submissions and share with Stakeholders • Make program modifications based on data analysis • Analyze ILP qualitative data and provide feedback to Leadership Team, facilitators, mentors, and candidates • Analyze and collect Mentor Activity Logs to determine

	mentor effectiveness and candidates areas of need
District/School Coordinator/Liaison	<ul style="list-style-type: none"> • Receive data • Provide input and suggestions on program • Analyze and collect Mentor Activity Logs to determine mentor effectiveness and candidates areas of need
Mentors	<ul style="list-style-type: none"> • Receive data from program surveys • Provide feedback and suggestions on program improvement in response to data
Participating Teachers	<ul style="list-style-type: none"> • Provide input, reflection and suggestions on program