

## Work Plan Table

**Project/MOU Criterion: Educator Preparation Program Support – (D)(1)(ii)**

**Please indicate one LEA point of contact for this criterion.**

**Name:**

**Title:**

**Phone #:**

**E-mail Address:**

**Project Goal:** The LEA will improve the support of candidates in teacher preparation programs by collaborating with providers in assigning effective personnel as mentors and supervising teachers and using candidate performance data for program improvements.

**Deliverables (minimum required evidence):**

1. Plan for collaboration with institutions or other program providers (include list) to assign supervising teachers.
2. Plan for determining qualifications for selecting effective and highly effective teachers and administrators, including clinical educator training, as supervising teachers and peer mentors for teacher and principal leadership candidates.
3. Description of qualifications to supervise program interns or serve as a peer mentor.
4. Reporting teachers and principals who are selected for these positions (the staff database will be updated with a data element for this purpose).
5. Annual DPEP (District Program Evaluation Plan) reports for district alternative certification programs and annual reports for School Leadership programs reflect requirements met for Continued Approval Standard Three (regarding use of data for continuous program improvement and the assignment and training of peer mentors).

<b>Key Personnel by Title:</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
District Alt Cert Program Coordinator	x	x	x	x	x	x
Internship placement coordinator	x	x	x	x	x	x
Director of School Leadership Development	x	x	x	x	x	x
University Collaboration Team (UCT) members	x	x	x	x	x	x

<b>Deliverable (required):</b> Plan for collaboration with institutions or other program providers (include list) to assign supervising teachers.	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
<b>Supporting Activities (indicate each year activity will be conducted and include collective bargaining, if applicable):</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
Establish university collaboration team for teacher preparation (UCT) – membership and goals		X				
UCT meetings held (twice per year in year 1, once per year thereafter)		X	X	X	X	X
Annual report on school leadership				X	X	X

collaboration (leadership prep governing team already established in 2009 under rule 6A-5.081) including progress toward goals and analysis of mentor and completer data.						
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<b>Deliverable (required):</b> Plan for determining qualifications for selecting effective and highly effective teachers and administrators, including clinical educator training, as supervising teachers and peer mentors for teacher and principal leadership candidates.	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
	X					
<b>Supporting Activities (indicate each year activity will be conducted and include collective bargaining, if applicable):</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
	X					
Program leads from DACP and internship placement supervisor meet to	X					
Plan reviewed and approved by school board as part of RTTT Scope of Work	X					
Plan submitted with scope of Work to FDOE.	X					

<b>Deliverable (required):</b> Description of qualifications of personnel to serve as cooperating teachers/supervise interns or as peer mentors.	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
				X		
<b>Supporting Activities (indicate each year activity will be conducted and include collective bargaining, if applicable):</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
				X		
Analysis of survey and individual effectiveness results; review of data reported to FDOE.				X		
Targets set for effectiveness of selected supervisors and mentors				X		
Based on current targets, make adjustments based on data analysis and set targets for effectiveness levels for newly assigned/hired supervisors and mentors					X	

<b>Deliverable (required):</b> Reporting teachers and principals who are selected for these positions (the staff database will be updated with a data element for this purpose).	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
				X	X	X
<b>Supporting Activities (indicate each year activity will be conducted and include collective bargaining, if applicable):</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
				X	X	X
Train principals and assistant principals				X	X	X

on qualifications for selecting and assigning intern supervisors and peer mentors (continue training for newly assigned administrators)						
Disseminate to schools the process for collecting data from school sites on assignment of effective intern supervisors and peer mentors.				X		
Meet with MIS to establish internal process to review and report accurate data on mentors and cooperating teachers.				X		
Produce annual report for school board showing results of new process for selecting and assignment intern supervisors and peer mentors.					X	X

<b>Deliverable (required):</b> Annual DPEP reports for district alternative certification programs and annual reports for School Leadership programs reflect requirements met for Continued Approval Standard Three (regarding use of data for continuous program improvement and the assignment and training of peer mentors).	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
				X	X	X
<b>Supporting Activities (indicate each year activity will be conducted and include collective bargaining, if applicable):</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
Surveys given to interns and alt cert participants regarding effectiveness of assigned mentors (see narrative for survey description)				X	X	X
Review results of surveys and include in analysis for DPEP				X	X	X
Based on analysis of survey results, performance results for peer mentors and student learning outcomes of participants, reassign peer mentors to participants as needed based on performance reviews					X	X

<b>Project Budget Summary:</b>	2010-11			2011/12	2012/13	2013/14
	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter			
	\$	\$	\$	\$	\$	\$

**Sustainability Factors:**

**Supporting Narrative (optional):**

The UCT will include the Director of Personnel, the chief negotiator, the alt Cert Coordinator, a union representative, an experienced peer mentor, and one representative from each service area institution that places interns in district schools. The team will first document the process for placing interns and selecting peer mentors for alt cert programs currently in use. In the second year after a state value added measure is selected, the team will incorporate this information into teacher evaluations and use the results in the selection process. Improvements to process for collaboration and decision making with participating institutions will be added to the plan and executed in years three and four so that interns receive the most appropriate teacher and setting for their internships.

Baseline data on current supervising teachers and peer mentors will be collected at the end of years one and two and targets for the percentages of effective teachers and administrators assigned to supervise/mentor will be set at the end of year two. Also, interns and alt cert participants will be surveyed in years one and two for baseline satisfaction data on their supervisors/mentors. Targets will be set at the end of year two for improvements in supervisor/mentor performance regarding satisfaction rates. These will be compared with same surveys given to interns and alt cert participants in years three and four. The UCT will calculate the percentage of effective and highly effective personnel assigned to these positions in years 3 and 4 and include this on their annual report to the school board. An analysis will be performed in the annual report for years three and four comparing the effectiveness data (from individual evaluation results) with the satisfaction surveys to determine promising practices and changes in procedures. All of these processes and outcomes pertaining to DACP participants will be reported in the DPEP.

The district will report personnel assigned to these positions through regular student and staff reporting based on forthcoming FDOE instructions.

**Title and Page Number of Appendices for this Project, if applicable:**