**INDIVIDUAL ACTION PLAN**

**(IAP #1)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

|  |
| --- |
| **Initial Planning Session**  *(Complete with the mentor and administrator within three weeks of the Beginning Teacher Program Orientation.)*  **Date: \_\_\_\_\_\_\_\_\_**   1. **Meet with your mentor to plan for the school year. Read and review the *Vocational Completion Guide*, *Information You Should Know* packet, and the *CTE Curriculum Frameworks* for the subjects you are teaching.** 2. **Schedule a date for your first observation. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **Discuss your perceived strengths and areas of concern and how you will get the support and training that you need.**   **Perceived Strengths:**  **Perceived Areas of Concern:**  **How will concerns be addressed? List specific meetings/workshops/training sessions planned** *(for example: Preparation for classroom observation, one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)*  **Required training currently enrolled in or completed:**  **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)**  **\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session**  **\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent**  **\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #2)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **First Mentor Observation (Planning and Follow-up)**  *(Complete mentor observation prior to the administrator’s first formal observation. Follow-up must occur within 10 days mentor of observation.)*  **Date: \_\_\_\_\_\_\_\_\_**  **Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)**  **Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)**  **Meet with your mentor to discuss areas of concern and what she/he will be looking for in your first observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.**  ***Which FEAPS will be demonstrated in this lesson?***  ***How will you demonstrate mastery of those FEAPs?***  **How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)*  **Required training currently enrolled in or completed:**  **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)**  **\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session**  **\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent**  **\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #3)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

|  |
| --- |
| **Second Mentor Observation (Planning and Follow-up)**  *(Complete mentor observation prior to the administrator’s second formal observation. Follow-up must occur within 10 days mentor of observation.)*  **Date: \_\_\_\_\_\_\_\_\_**  **How is the year going?**  **Mentor observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)**  **Administrator’s formal observation scheduled/completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates)**  **Meet with your mentor to discuss your areas of concern on your first observation, and what she/he will be looking for in this observation. Discuss which FEAPs you should be demonstrating, and how you can demonstrate mastery of those FEAPs.**  ***Which FEAPS will be demonstrated in this lesson?***  ***How will you demonstrate mastery of those FEAPs?***  **How will areas of concern be addressed? List meetings/workshops/training sessions planned** *(for example: one-on-one training with mentor or team member, observing other classrooms, demonstration lesson by mentor or other teacher, district or site based workshop/PLC.)*  **Required training currently enrolled in or completed:**  **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)**  **\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session**  **\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent**  **\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INDIVIDUAL ACTION PLAN**

**(IAP #4)**

Beginning Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(First and Last Name)**

|  |
| --- |
| **Final Review Session**  *(Complete no later than one week before program due date.)*  **Date: \_\_\_\_\_\_\_\_\_**  **How did your first year of teaching go?**  **What are your strengths?**  **What are your areas of concern?**  **Mentor’s and Administrator’s recommendations for addressing these concerns:**  **Have you completed all required training?**  **\_\_\_\_\_Classroom Management for Beginning Teachers (In-person)**  **\_\_\_\_\_ Your First Year in CTE: 10 More Things to Know Expert Session**  **\_\_\_\_\_ From Company to Classroom: Engaging STEM Professional Talent**  **\_\_\_\_\_ Using Action Based Research Webinar — Michael T. Holik, Ed.D.** |

**Signatures:** Vocational Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_