



AISD Mentor Program 2008-2009 Calendar



Register for training via the AISD PD Online Catalogue at <https://pdaecampus.austinisd.org>

DATE	ACTION	Additional Information
Tier I- by Dec. 18, 08 New Lead Orientation- by Oct. 31, 08 PBS- by May 1, 09	Tier I Mentor Training; New Lead Mentor Orientation, Positive Behavior Support Training Register https://pdaecampus.austinisd.org Check dates for trainings.	Tier I required of all mentors & LMTCs/BLMTCs. New Lead Mentor Orientation required of all new Leads. 6 hours of Positive Behavior Support Training required of Leads
15 August	Campus Orientation	Campus Administrators and Lead Mentor
19 or 20 August	REQUIRED LMTC/BLMTC Initial Seminar; Aug. 19 PDC, 4:30-6:00 pm; Aug. 20 Baker Center Caf. 4:30-6:00 pm	Topic: What do we need to know about the AISD Mentoring Program? A Program Overview
August- ongoing	<p>Priorities:</p> <ul style="list-style-type: none"> • Using your list of new hires, verify with each teacher their years of teaching experience to identify those teachers in their first, second, or third year in the teaching profession • Verify with the principal teachers who were in their first year of teaching 07-08, but were not in the AISD system because they were part of one of the ACP programs in the right-hand column • Match each new teacher with a mentor (new to the profession, not just new to the district); • Print out campus 07-08 mentor list and e-mail Shirley Harder which of those mentors need to be deleted from the list, retained on the list, and added to the list; 	<p>Online Web address: https://access.austinisd.org</p> <p>NOTE: Mentors for teachers who belong to the following Alternative Certification Programs (ACP) do not get added to the Austin ISD mentoring system. They are paid by and follow the protocols/procedures of the ACP.</p> <ul style="list-style-type: none"> • Education Service Centers - (Region 13, Region 4, Region 20, etc.) • Huston-Tillotson University ACP • TxACP • Texas A&M ACP • Austin Community College ACP • Teach Quest – T.e.A.C.H. • Texas Teachers – A+Texas Teachers

	<ul style="list-style-type: none"> • Shirley will send the names of your mentors to MIS for processing; • Remind mentors to watch for an e-mail from web-menu with their user name and password for the on-line documentation system; • Have mentors sign a stipend agreement and make a copy for their records • Send the original stipend agreements to Shirley Harder at PD Center 	
August	Check on new teachers first day, first week, be sure they are briefed on Back-to School night, etc...	
August	<p>Establish a campus procedure for matching late hires with a mentor.</p> <p>All 1st and 2nd year teachers have been assigned a mentor</p>	
August/ September	Request session from Shirley Harder for on-site online assistance for 10+ mentors	Question/Answer and support available for entering Online Documentation real data
16 or 17 September	<p>LMTC/BLMTC Seminar;</p> <p>Sept. 16 PDC, 4:30-6:00 pm;</p> <p>Sept. 17 Baker Center Cafeteria, 4:30-6:00 pm</p>	
22 September	Print “Quantitative” online report for the campus and have mentees sign that they have received services (hours will vary)	Keep the signed form for your records
24 September	LMTC/BLMTC Advisory Team, 4:30 – 6:00 pm, PDC	Advisory Group for ongoing program improvement
29 September	Campus Mentoring Plans due	Mail signed copy; email electronic copy to respective PD Specialist Coordinating Mentoring Program

29 September	LMTC/BLMTC and Mentor Teacher Stipend Agreements due	Send to PDC/Porter to Shirley Harder
29 September	Mentors and 1 st and 2 nd year teacher profiles entered into the online documentation system	Web address: https://access.austinisd.org
September	Initial monthly check of online documentation 1 st and 2 nd year late hires have been matched with a mentor and entered into the online system.	Monitoring by LMTCs/BLMTCs at campus level and by PD Mentor Team at district level; mentors notified of online obligation and principals copied on email
October	1 st and 2 nd year late hires have been matched with a mentor and entered into the online system.	
21 or 22 October	LMTC/BLMTC Seminar; Oct. 21 Baker Center Cafe, 4:30-6:00 pm; Oct. 22 Baker Center Cafe, 4:30-6:00 pm	
31 October	Required Training Deadline	Deadline for New Lead Mentor Teacher Contacts (LMTCs) to attend the New Lead Orientation
31 October	Classroom visits have been scheduled for 1 st year teachers.	One sub day per novice as needed. Deadline for submission of sub forms for novice teachers is beginning of April 09.
November	1 st and 2 nd year late hires have been matched with a mentor and entered into the online system.	
12 November	LMTC/BLMTC Advisory Team, 4:30– 6:00 pm, PDC	Advisory Group for ongoing program improvement

18 or 19 November	LMTC/BLMTC Seminar; Nov 18, PDC, 4:30-6:00 pm; Nov 19, Baker Center Cafe, 4:30-6:00 pm	
19 December	Teacher of Promise information sent out to principals	Teacher of Promise nominations are for novice teachers only. These are set out this day so campuses receive them first day back in 2009.
December	NTA mid-year survey goes out from the Office of Program evaluation	Mentoring questions added to this year's mid-year survey in 2008.
December	Semester check of online documentation	Leads and PDC Team monitor-campus and individuals data entry reflecting adequate mid-year support?
Following return from holiday-January	Principals will receive from the associate superintendents the Teacher of Promise nomination form and letter of explanation	The deadline for submitting the Teacher of Promise form is February 27, 2009. Teacher of Promise Celebration will be at the Delco Center on April 2.
January	1 st and 2 nd year mid-year hires have been matched with a mentor and entered into the online system.	Make sure new mentors are trained on using the Online Documentation System and are informed about the Tier I training requirement. Get new mentors to sign stipend agreement and send them to Shirley Harder at PDC.
13 or 14 January	LMTC/BLMTC Seminar; Jan. 13, Baker Center Cafe, 4:30-6:00 pm; Jan. 14, Baker Center Cafe, 4:30-6:00 pm	
January TBA	Tier I Mentor Training Session for mentors assigned to late hires after October 31 st	
21 January	LMTC/BLMTC Advisory Team, 4:30 – 6:00 pm, PDC	Advisory Group for ongoing program improvement

February 18	Continue the monthly checks of online documentation 1 st and 2 nd year late hires have been matched with a mentor and entered into the online system.	Monitoring by LMTCs/BLMTCs at campus level and by PD Mentor Team at district level; mentors notified of online obligation and principals copied on email. Be sure to emphasize to mentors that they must complete the documentation requirements and attend Tier I training in order to be paid the stipend.
February TBA	Tier I Training; PDC	Mentor Training Sessions
24 or 25 February	LMTC/BLMTC Seminar; Feb. 24, Baker Center Cafe, 4:30-6:00 pm; Feb. 25, Baker Center Cafe, 4:30-6:00 pm	
27 February	Teacher of Promise Deadline	Submit forms to PD Specialist Coordinating Mentoring Program
2 March	Make sure all first year teachers have already been or are scheduled to observe experienced teachers.	The deadline for submitting the substitute form is April 3
11 March	LMTC/BLMTC Advisory Team, 4:30– 6:00 pm, PDC	Advisory Group for ongoing program improvement
March TBA	Tier I Training; PDC	Final mentor training session for Spring Semester assigned mentors only
24 or 25 March	LMTC/BLMTC Seminar; March 24, Baker Center Cafe, 4:30-6:00 pm; March 25, Baker Center Cafe, 4:30-6:00 pm	
2 April	Teacher of Promise Celebration DELCO Center	Recognition for outstanding first-year teachers, only one per campus.

3 April	Deadline for submitting novice teacher sub forms to PD Center.	Substitute forms are submitted to Connie Gibbens @ PD Center. Connie will fill in the account number when the form arrives.
1 May	Principal identifies LMTC for 2008-2009	
8 May	Continue the monthly checks of online documentation	Monitoring by LMTCs/BLMTCs at campus level and by PD Mentor Team at district level; mentors notified of online obligation and principals copied on email. Emphasize to mentors that they will not receive stipend if documentation is not completed.
Month of May	LMTCs/BLMTCs recruit mentors for 2008-2009	
12 or 13 May	LMTC/BLMTC Seminar; May 12, PDC, 4:30-6:00 pm; May 13, TBA, 4:30-6:00 pm	
May 19	Deadline for recording mentoring activities via the AISD Mentor Teacher Online Documentation System. No exceptions!	
May 20	Provide mentors (only those who have completed all required documentation hours and have attended the required Tier I training) with supplemental pay form to sign.	The Lead then needs to submit the supplemental pay forms to PDC so they arrive by May 26 .
May 26	Deadline for receipt of Supplemental Pay Forms for Leads and mentor stipends to PDC.	Submit forms to Shirley Harder