Career in Teaching Professional Support Intake Form

PLEASE NOTE: This report is a confidential document for CIT use only. This report will not be shared outside of the CIT program and will not be used for purposes of evaluation/APPR. This report is a tool to help CIT Lead Teacher-Mentors and the CIT Office to provide appropriate mentoring to teachers receiving professional support. Please contact the CIT Office with questions (CIT@rcsdk12.org, 585-262-8541).

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lead Teacher-Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade/Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Work Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CIT Career Ladder (Check One):** | [ ]  Intern (first year) with Prof Support | [ ]  Long-term Per Diem Sub with Prof Support |
| [ ]  Resident (untenured) Year Two | [ ]  Resident (untenured) Year Three/Four | [ ]  Tenured (Professional or Lead) |

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| *Check all that apply:* |
| **Planning & Preparation**[ ]  Demonstrating Knowledge of Content and Pedagogy[ ]  Demonstrating Knowledge of Student Development[ ]  Demonstrating Knowledge of How to Set[ ]  Instructional Outcomes[ ]  Demonstrating Knowledge of Resources[ ]  Designing Coherent Instruction [ ]  Designing Student Assessments |
| **The Classroom Environment**[ ]  Creating an environment of respect and rapport [ ]  Establishing a Culture of Learning[ ]  Managing Classroom Procedures[ ]  Managing Student Behavior[ ]  Organizing Physical Space |
| **Instruction** [ ]  Communicating goals clearly and accurately[ ]  Engaging students in Critical Thinking through effective questioning and discussion strategies[ ]  Engaging Students in learning [ ]  Using Assessment in Instruction[ ]  Demonstrating Flexibility and Responsiveness |
| **Professional Responsibilities**[ ]  Reflecting on teaching practices [ ]  Maintaining Accurate Records [ ]  Communicating/Engaging with families [ ]  Participating in a Professional Community by contributing to the school and district [ ]  Growing and Developing Professionally[ ]  Showing Professionalism |

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| **Briefly describe the aspect of teaching practice that will be the focus of professional support:** |
| **Goals:** |
| **Mentoring Plan:** |

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| **Additional Notes:** |

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| **Teacher Signature** | **Date** | **Lead Teacher-Mentor Signature** | **Date** |

**Return this completed and signed form to the CIT Office via email** (CIT@rcsdk12.org) **or courier** (CIT Office, CO2, Central Office).

*Approved by CIT Governing Panel, August 2015*