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](mailto: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](mailto:CIT@rcsdk12.org)) **or courier** (CIT Office, CO2, Central Office).

*Approved by CIT Governing Panel, August 2015*