



# CIT Mentor Forum

## September 18, 2023

# Welcome and Welcome Back!

**How's it going so far?**

Complete the poll using either  
the poll notification pop-up or  
in the Chat window.



**But I just figured out Zoom!**  
**Tech issues during this Microsoft Teams meeting?**  
**Please email [Anna.Leone-Tobar@rcsdk12.org](mailto:Anna.Leone-Tobar@rcsdk12.org).**

# CIT Mentor Forum - September 18, 2023

## TODAY'S AGENDA:


- Checking in via . . . Microsoft Teams?!?
- Connect with a Mentor - Rose & Thorn
- CIT Data & Reminders
- Certified? Or Certifiable? FAQ Info & Resources
- Navigating Reconfiguration Repercussions
- How'd we do? Insights from 2023 CIT Program Evaluation Survey
- Supporting Each Other: Advice for the Rookies and Problem-Solving
- CIT Paperwork Pilot in Google Shared Drive
- Meet the Panel!

## How's it going so far?

Complete the poll using either the poll notification pop-up or in the Chat window.

**But I just figured out Zoom!**  
**Tech issues during this Microsoft Teams meeting?**  
**Please email [Anna.Leone-Tobar@rcsdk12.org](mailto:Anna.Leone-Tobar@rcsdk12.org).**

1. Submit a word or phrase that describes how you are feeling about your first two weeks of



A word cloud of student responses. The word 'busy' is the largest and most central. Other words include 'exhausting', 'exhausted', 'going great', 'hectic', 'energized', 'good', 'E', 'excited', 'chaotic', 'tired', 'flexible', 'informative', 'overwhelmed', 'Happy', 'productive', 'Enthusiastic', 'Hopeful', and 'busy but fun'.

93 responses

< 1/1 >

# Let's Reflect . . .



In Breakout Rooms, reflect with a partner about your experience of this new school year.  
Take 5 minutes to share.

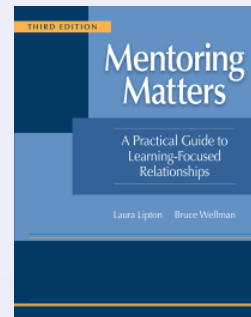
<b>ROSE</b> <i>Share a highlight</i>	<b>THORN</b> <i>Share a struggle</i>	<b>BUD</b> <i>Share a Goal</i>
		

<b>CIT Lead Teacher Support</b> Cumulative Totals (includes completed or resigned)	<b>2023- 2024</b> <small>(as of Sept 14, 2023)</small>	2022- 2023	2021- 2022	2020- 2021	2019- 2020	2018- 2019
<b>INTERNS TOTAL</b>	<b>246</b>	<b>349</b>	<b>129</b>	<b>37</b>	<b>218</b>	<b>372</b>
Prof Support RESIDENT	<b>47</b>	32	50	55	91	83
Prof Support TENURED	<b>5</b>	19	31	51	33	22
Prof Support Uncertified	<b>5</b>	56	29	14	20	37
<b>Teachers needing Mentor Support</b>	<b>303</b>	<b>456</b>	<b>239</b>	<b>157</b>	<b>362</b>	<b>514</b>
Teachers Receiving Independent Evaluation	<b>???</b>	52	55	81	123	136
<b>Lead Teacher- Mentors Activated</b> <small>(as of Sept 14, 2023)</small>	<b>166</b> <b>(89.2%)</b>	158 (98.1%)	102 (67.1%)	74 (44.0%)	142 (72.8%)	188 (94%)

As we start the year supporting a colleague, remember . . .

## Phases of First-Year Teachers' Attitude Toward Teaching

by Ellen Moir, Founder and Chief Executive Officer, New Teacher Center



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### Mentoring Matters

#### Calendar of Options

##### SEPTEMBER

Weeks One and Two of School

PHASE	CONCERN
Anticipation	Self

- Schedule conference times for: clarifications/questions/problem solving around grouping issues, materials, and classroom management
- Apply the Planning Template (See Section 2: Structured Conversations: Maximizing Time and Attention) to a goal-setting conversation
- Collaborate on pre-assessment of student knowledge and skills and uses of data
- Establish a basic contact schedule for first month
- Begin work on Professional Portfolios\*
- Send texts or emails or leave notes of encouragement in mail box

##### OCTOBER

PHASE	CONCERN
Survival	Self

- Collaborate on strategies for time management and planning upcoming instructional units
- Review teaching videos and discuss strategies/applications
- Facilitate a Beginning Teacher Support Group Meeting\*
- Apply the Reflecting Template (See Section 2: Structured Conversations: Maximizing Time and Attention) for a learning-focused conversation on student progress
- Emphasize relationship building with students and create assessment tools to monitor

# At the back of the *Mentor Handbook*

Paperwork Checklist for CIT Mentors Supporting Interns	
Month	Task
August-September	Complete or Update <a href="#">CIT Mentor Data Google Form</a> .
	Initial Contact with Intern: First Meeting.
	Complete <a href="#">CIT Teacher Data Google Form</a> (for each teacher you support).
	Complete/Discuss <a href="#">CIT Intern Self-Assessment</a> (not submitted).
	Track contacts, take notes in Mentor Log (not submitted: <a href="#">ongoing</a> ).
	Provide written feedback with CIT Collaborative Mentor-Intern Feedback Form. Share with intern ( <a href="#">ongoing</a> ).
September-June Ongoing	Introduce yourself to intern's administrators (contact monthly).
	Open <a href="#">CIT Google Classroom Mentor Calendar</a> (update monthly).
	Visit intern. Track contacts, take notes, collect evidence in Mentor Log.
	Provide written feedback with CIT Collaborative Feedback Form.
October-November	Contact CIT Office if intern is struggling.
	Complete/Sign/Submit Statement of Concern, if needed.
	Update <a href="#">CIT Google Classroom Mentor Calendar</a> (monthly).
	Contact intern's Administrator and/or Principal (monthly).
December-March	Prepare/Complete/Discuss/Sign/Submit <a href="#">First Intern Status Report</a> (due at November Mentor Forum).
	Intern completes <a href="#">Intern Report on Mentor</a> .
	Discuss/Sign/Submit with intern (due at November Mentor Forum).
	Schedule CIT Panel Observation and Mentor Peer Observation (any time before March 31).
April-June	Complete/Sign/Submit Intern of the Year Nomination, if applicable (by February 12).
	Prepare/Complete/Discuss/Sign/Submit <a href="#">Second Intern Status Report</a> (due at March Mentor Forum).
	Intern completes <a href="#">Intern Report on Mentor</a> .
	Discuss/Sign/Submit with intern (due at March Mentor Forum).
April-June	Schedule/Complete/Submit <a href="#">CIT Mentor Peer Observation Reflections</a> (by March 31).
	If not recommending intern for continuation, consult director and complete Intern Final Report by April 15.
	Complete/Discuss with intern the <a href="#">CIT Intern End-of-Year Self-Assessment</a> (not submitted).
	Prepare/Complete/Discuss/Sign <a href="#">CIT Intern Final Report</a> (by May 23).
April-June	Submit to CIT Panel Contact at Mentor Review of Records Meeting.
	Printout <a href="#">CIT Google Classroom Mentor Calendar</a> and PD Log.
April-June	Submit to CIT Panel Contact at Mentor Review of Records Meeting.
	Complete <a href="#">CIT Mentor Review of Records</a> meeting with CIT Panel Contact.

Forms and other Resources at [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources)

CIT Mentor Handbook, 2022-2023

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## 2023-2024 CIT LEAD TEACHER-MENTOR FORUMS

Please note the locations and dates of the forums

**CIT Lead Teacher-Mentor Forums ARE REQUIRED FOR ALL ACTIVATED MENTORS.**  
(Non-activated mentors are encouraged to attend all forums in order to be prepared when they are activated.)

**\*\*TENTATIVE DATES – PLEASE DOUBLE CHECK FOR CHANGES IN SEPTEMBER\*\***

September 18, 2023 4:00-6:00 p.m. ALL MENTOR FORUM 1: Welcome & Meet Your Panel Contact

230-Temple 5<sup>th</sup> Kodish, 2151 Elmwood Ave. (Dinner Provided) [see via Zoom](#)

NEW: Meeting on [Microsoft Teams](#)

On-Line MENTOR DATA and INTERN/PROF SUPPORT TEACHER DATA FORMS DUE

October 25, 2023 Optional for experienced mentors, required for new mentors: STATUS REPORT CLINIC 3:15-4:30 p.m. OR 4:45-6:00 p.m. via [Microsoft Teams](#) (See Below)

November 20, 2023 4:00-6:00 p.m. MENTOR FORUM 2, Location TBD.

**FALL STATUS REPORT DUE**

Schedule **PEER OBSERVATION REFLECTION** (One observing another Mentor AND One being observed by another Mentor) and **CIT PANEL OBSERVATION** any time from now through the end of March.

STATEMENT OF CONCERN due any time from now through the end of January (Using the rubric, if your intern is assessed as Ineffective in any of the domains, you should write a statement of concern with concrete suggestions.)

January 8, 2024 4:00-6:00 p.m. MENTOR FORUM 3, Location TBD.

February 16, 2024 INTERN OF THE YEAR NOMINATIONS DUE

March 18, 2024 4:00-6:00 p.m. MENTOR FORUM 4, Location TBD.

**SPRING STATUS REPORT DUE**

March 28, 2024 Peer Observation Reflection Forms (two) and CIT Panel Observations should be completed.

April 18, 2024 If you are not recommending your intern for continuation, you must send a copy of your Intern Final Report directly to CIT by April 17<sup>th</sup>.

May 20, 2024 4:00-7:00 p.m. MENTOR FORUM 5: Reflecting and Celebrating – Interns of the Year Temple 5<sup>th</sup> Kodish, 2151 Elmwood Avenue, Dinner Provided (Thanks, RTA)

Complete **INTERN FINAL REPORTS** in preparation for MENTOR REVIEW OF RECORDS meeting with Panel Contact

June 7, 2024 MENTOR REVIEW OF RECORDS meeting with CIT Panel contact should be completed. MENTOR SELF-EVALUATION due for New Mentors.

June 7, 2024 **TENTATIVE: CIT Mentor/Intern Social, Time and Location TBD, RSVP will be requested.**

-----  
Dates listed in BLUE are required for NEW mentors.

July 24-27, 2023 12:00-5:00 p.m., NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St. NEW MENTOR TRAINING.

October 2, 2023 4:00-6:00 p.m. NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St. LEARNING-FOCUSED CONVERSATIONS TRAINING #1

Bring your copy of *MENTORING MATTERS* by Laura Lipton & Bruce Wellman

October 16, 2023 4:00-6:00 p.m. NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St. LEARNING-FOCUSED CONVERSATIONS TRAINING #2

October 28, 2023 3:15-4:30 p.m. OR 4:45-6:00 p.m. STATUS REPORT CLINIC via [Microsoft Teams](#)

November 6, 2023 4:00-6:00 p.m. NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St. LEARNING-FOCUSED CONVERSATIONS TRAINING #3

December 4, 2023 4:00-6:00 p.m. NYSUT Conference Center, 1<sup>st</sup> floor, 30 N. Union St. LEARNING-FOCUSED CONVERSATIONS TRAINING #4

MORE INFORMATION AT [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources) Questions? Call or email [Shelan Cohen](#), 585-262-8541

# So when you have questions . . .

Start with the CIT Website: [www.rcsdk12.org/CIT](https://www.rcsdk12.org/CIT).

BB Career In Teaching (CIT) Program x +

https://www.rcsdk12.org/CIT

Rochester City School District

Select a School Translate District Home How can we help?

About Superintendent Board of Education Families Schools Departments Community Staff Careers Calendar

Home > Departments > Career In Teaching (CIT) Program > Overview

All new teachers in the RCSD get intensive, customized support from a CIT Lead Teacher-Mentor! Not new, but looking for non-evaluative, targeted support from a trusted, experienced colleague? Consider requesting: [CIT Professional Support](#).

New Educator Orientation information: [NEO RESOURCES and INFO](#)  
Find [SELF-CARE Resources here: CIT Self-Care](#)

See links at left for [Tuition Reimbursement](#) or [License Renewal](#) information.  
Visit the Office of Human Capital's [New Hire Resources/Staff Handbook](#) here:  
<https://www.google.com/rcsd121.org/rcsdstaffhandbook/home>  
Click here for [Deferred for Summer Pay Information](#).

Visit the [CIT YouTube Channel](#):  
<https://www.youtube.com/channel/UCbMR07r4imGnKxEOYMBuGw>  
[CIT featured on RTA's Rochester Teachers Care:](#)  
[youtube.be/05n2G8ufu0g](https://www.youtube.com/watch?v=05n2G8ufu0g)

Check out CIT on [WXXI Connections](#):  
[www.wxxi13.com/post/connections-first-year-teachers](http://www.wxxi13.com/post/connections-first-year-teachers)  
[www.wxxi13.com/post/connections-mentorship-teachers](http://www.wxxi13.com/post/connections-mentorship-teachers)

Rochester's Career in Teaching (CIT) Program

Career in Teaching (CIT) was established in 1987 as a collaborative effort between the Rochester Teachers Association and the Rochester City School District. Its focus is providing one-on-one professional support for teachers using a Peer Assistance and Review (PAR) program. The CIT Program's goals are to retain high quality teachers and to strengthen teaching and learning in our district through peer coaching in the spirit of true profession.

New current CIT program descriptions and data in our slideshows here: [CIT Program Slides](#).

- Tuition Reimbursement
- APPR Evaluation Process Info
- *Teacher Evaluation Guide*
- Staff Development (PD Recommendations)
- *Intern & Prof Support Guidebook*
- Links for Teacher Certification
- Links for PD Incentive and NYS PD Requirements
- Self-care Resources

# Calendars, Forms, and More

## @ [www.rcsdk12.org/CIT/Resources](http://www.rcsdk12.org/CIT/Resources)

### + CIT Lead Teacher-Mentor Resources

#### Career In Teaching (CIT) Program

##### Overview

- CIT Career Ladder Flyer
- CIT Career Ladder - SPANISH
- Career in Teaching Program Slides
- Request CIT Mentor Professional Support
- CIT Guidebook for Interns and Professional Support
- Research and News Supporting CIT Program Model
- CIT Lead Teacher-Mentor Resources
  - Mentor Forum Resources
    - May 23, 2022 CIT Mentor Forum
    - Mar 21 CIT Mentor Forum
    - Jan 10, 2022 CIT Mentor Forum
    - Nov 22, 2021 CIT Mentor Forum
    - Sept 27, 2021 CIT Mentor Forum

Home > Departments > Career in Teaching (CIT) Program > CIT Lead Teacher-Mentor Resources



##### Valuable information for Lead Teacher-Mentors:

TENTATIVE 2022-2023 CIT Mentor Forum and Training Dates  
CIT Mentor Handbook 2022

CIT Mentor Paperwork Checklist (Interns)

CIT Mentor-Intern Timeline (from Handbook)

CIT Professional Support Mentor Timeline-Guidelines (from Handbook)

##### Data to submit on-line to start the year:

Provide Lead Teacher-Mentor Data (about you) here: CIT Lead Teacher-Mentor Data Form

Provide Data about the teacher you are supporting (Intern or Professional Support) here: CIT Teacher Data Form

(If you want to fill out a hard copy for your own reference: CIT Teacher Data - Google Form Hard Copy.)

You will maintain an on-line **Calendar of your CIT teacher contacts** in Google Classroom here: <https://classroom.google.com>

##### CIT Sub Days: \*\*\*NEW PROCEDURE\*\*\*

Submit requests using on-line Google Form: [CIT DAY REQUEST FORM](#)

CIT Sub Day Procedure (from Handbook)

Creating Opportunities to Visit Interns

CIT Guided Observation Tool (for Intern visits to other classrooms)

**Forms for Mentors** when working with Interns or with teachers who have requested Professional Support (scroll down for "Special Area" forms):

### Rochester City School District, Rochester, NY Career in Teaching (CIT) Program Mentor Handbook 2023-2024



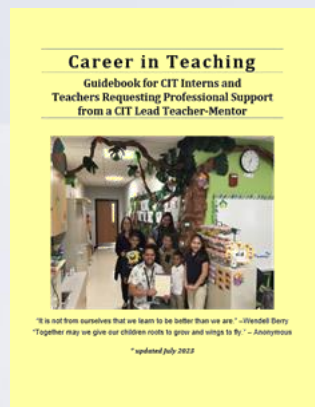
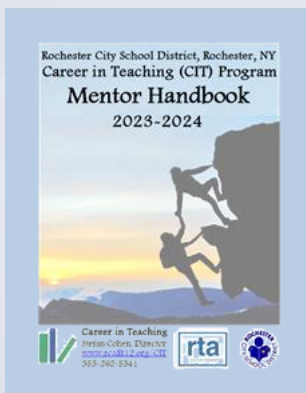
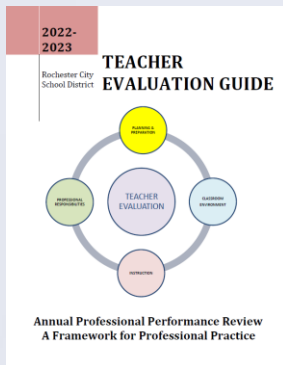
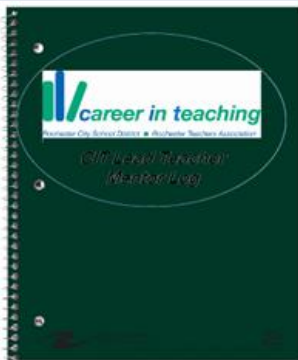
**Career in Teaching**  
Stefan Cohen, Director  
[www.rcsdk12.org/CIT](http://www.rcsdk12.org/CIT)  
585-262-8541



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# At the CIT Office . . .



**Career in Teaching Tool (revised June 2013)**

## Collaborative Mentor-Intern Feedback Form

Name: \_\_\_\_\_ Mentor: \_\_\_\_\_  
 Grade/Subject: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_ [Date: \_\_\_\_\_]

**Check all that apply:**

<input type="checkbox"/> Analyzing Student Work	<input type="checkbox"/> Developing/Revising Professional Goals	<input type="checkbox"/> Modeling Lesson	<input type="checkbox"/> Planning Lesson
<input type="checkbox"/> Communicating with Students	<input type="checkbox"/> Discussing Career Study Student	<input type="checkbox"/> Observing Instruction	<input type="checkbox"/> Problem Solving
<input type="checkbox"/> Discussing Content Standards	<input type="checkbox"/> ELP Development/Reviewing	<input type="checkbox"/> Observing Mentor or other Licensed Teacher	<input type="checkbox"/> Providing Resources
<input type="checkbox"/> Reflecting			<input type="checkbox"/> Reflecting

**What's Working:** \_\_\_\_\_

**Current Focus—Challenges—Concerns:** \_\_\_\_\_

**Teacher's Next Steps:** \_\_\_\_\_

**Mentor's Next Steps:** \_\_\_\_\_

**Next Meeting Date:** \_\_\_\_\_ **Focus:** \_\_\_\_\_

**Questions:** \_\_\_\_\_

<b>Planning &amp; Preparation</b>	<b>The Classroom Environment</b>	<b>Instruction</b>	<b>Professional Responsibilities</b>
<ul style="list-style-type: none"> <li>Assessing the knowledge of students and preparing for the learning experience</li> <li>Communicating with students</li> <li>Communicating with parents</li> <li>Communicating with colleagues</li> <li>Communicating with the community</li> <li>Communicating with the district</li> </ul>	<ul style="list-style-type: none"> <li>Creating an environment of respect and support</li> <li>Establishing classroom procedures</li> <li>Managing behavior</li> <li>Organizing physical space</li> </ul>	<ul style="list-style-type: none"> <li>Communicating with students and colleagues</li> <li>Communicating with parents</li> <li>Communicating with the community</li> <li>Communicating with the district</li> <li>Communicating with the state</li> <li>Communicating with the federal government</li> </ul>	<ul style="list-style-type: none"> <li>Communicating with students and colleagues</li> <li>Communicating with parents</li> <li>Communicating with the community</li> <li>Communicating with the district</li> <li>Communicating with the state</li> <li>Communicating with the federal government</li> </ul>


Ready to help!



These forms are available in modified versions for  
**Counselors, Librarians, Psychologists, Social Workers, and Speech Language Therapists.**

# FAQ #1: What happens when an Intern is Uncertified?


- Most uncertified hires have a “Teacher Certification Action Plan” or “**TCAP**”
- Most uncertified hires are in PeopleSoft as “Contract Substitute” (code “REGS or “REGU”)
- Office of Human Capital’s Director of Staff & Educator Effectiveness [Kara Reidy-Vedder](#)
- [Tuition Reimbursement](#) only through December 2023 toward “Initial Certificate.” TR will continue to be available toward “Professional Certificate.”
- Info at CIT Website: [www.rcsdk12.org/CIT/Certification](http://www.rcsdk12.org/CIT/Certification)

 **Rochester City School District**  
Office of Human Capital

The Rochester City School District is prohibited by law from continuing the employment of an educational professional who does not hold a valid teaching certificate. On or before June 30, 2023, you must provide the Office of Human Capital documentation that you hold a valid teaching certificate authorizing you to work in your current subject area of assignment. Once you have provided us with documentation of valid NYS teaching certification, your probationary period will begin. This Teacher Certification Action Plan (TCAP) will help ensure you are informed and strategic as you pursue certification in your tenure area. This plan outlines the requirements that must be completed for you to obtain New York State Teaching certification.

**Employee Information:**  
Employee Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Title/Location: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
CIT Mentor (if applicable): \_\_\_\_\_

**Certification Review Meetings:**  
Initial Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Check-In Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Check-In Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Check-In Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Check-In Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Completion Meeting: \_\_\_\_\_  
(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

 **Rochester City School District**  
Office of Human Capital

Task	REQUIRED FOR CERTIFICATE	PROJECTED COMPLETION DATE	DATE COMPLETED	Date	Initials
ENROLL IN TEACHER CERTIFICATION PROGRAM	<input type="checkbox"/>				
REGISTER IN TEACH	<input type="checkbox"/>				
DETERMINE PATHWAY	<input type="checkbox"/>				
EDUCATING ALL STUDENTS (EAS) TEST	<input type="checkbox"/>				
CONTENT SPECIALTY TEST	<input type="checkbox"/>				
CHILD ABUSE IDENTIFICATION WORKSHOP	<input type="checkbox"/>				
SCHOOL VIOLENCE INTERVENTION AND PREVENTION WORKSHOP	<input type="checkbox"/>				
DIGNITY FOR ALL STUDENTS ACT (DASA) WORKSHOP	<input type="checkbox"/>				
SUBMIT OFFICIAL TRANSCRIPTS	<input type="checkbox"/>				
APPLY FOR CERTIFICATION IN TEACH	<input type="checkbox"/>				
PAY ALL REQUIRED FEES	<input type="checkbox"/>				
OTHER:	<input type="checkbox"/>				

(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_ (Certification Specialist Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

# “CIT Intern” or “PS Uncertified?”

Certified or Almost Certified	Won't be Certified by Sept 2024
<p>“Intern” Support</p> <ul style="list-style-type: none"><li>• Intern Status Reports &amp; Intern Final Report</li></ul>	<p>“PS Uncertified” or “PS Per Diem”</p> <ul style="list-style-type: none"><li>• Intake Form &amp; Semester Reports (January, June)</li></ul>
<ul style="list-style-type: none"><li>• Comprehensive formative feedback</li></ul>	<ul style="list-style-type: none"><li>• Address Immediate Needs</li><li>• Support (Time) same as Intern.</li></ul>
<ul style="list-style-type: none"><li>• Support with completing Certification process (if needed)</li></ul>	<ul style="list-style-type: none"><li>• Support with Certification process.</li></ul>
<ul style="list-style-type: none"><li>• Monthly Admin Contact</li></ul>	<ul style="list-style-type: none"><li>• Monthly Admin Contact (same as CIT Intern)</li></ul>
DEFAULT to CIT Intern to start	

# Other Significant Info

- Teacher Evaluation
  - Should be completed by Supervisor
  - Important for reducing Probationary Period once certified
- What happens in June?
  - Goal is to support, grow, and retain promising teachers.
  - TCAPs for Contract Subs revisited in June before rehiring
- CIT Office will check in with mentors supporting “uncertified” folks in a few weeks to confirm status.

[www.rcsdk12.org/CIT/Certification](http://www.rcsdk12.org/CIT/Certification)

## FAQ #2: What if the “CIT Intern” already has significant teaching experience elsewhere?

- Almost always starts as “CIT Intern,” even if experienced prior to coming to RCSD.
- CIT Mentor needs to observe work with students.
- If Intern has prior experience and demonstrates “effective” practice in all domains, collaborate on setting goals and providing support for continuing growth.
- If first “Intern Status Report” shows Intern to be “Effective” in all domains, you may wish to reach out to CIT Director to discuss shifting level of CIT support.

# FAQ #3: What's the deal with the "New Educator Orientation Requirement?"

The August "New Educator Orientation" program meets a contractual requirement for all teacher hires per RTA-RCSD Contract Section 15.2 for "up to five days . . . of orientation and in-services."

Total Attendance	196
Incomplete (missed sessions)	52
New Educators missed NEO	70

(*NOT to be confused with* the Office of Human Capital's "Onboarding" or monthly Friday "New Hire Sessions.")

Rochester City School District  
**CIT New Educator Orientation**  
 For **NEW TEACHERS**  
 Tuesday-Thursday, August 22<sup>nd</sup>-24<sup>th</sup>, 2023  
 8:30 AM – 2:30 PM  
 Edison Career and Technology High School, 655 Colfax Street  
 Find info and materials at the CIT Website here: [www.rcsdk12.org/CIT/NTO](http://www.rcsdk12.org/CIT/NTO)

**Tuesday, August 22, 2023**

8:00-8:30 AM Registration, Goodies, & Morning Snacks  
 8:30-9:20 AM Welcome (or welcome back) to the RCSD - Auditorium  
 Dr. Candice Pallas, Superintendent of Schools  
 Dr. Adam Uffendick, Rochester Teachers Association President  
 Bethan Cohen, CIT Program Director

9:30-11:30 AM Equity & Everyday Antiracism in the RCSD - Auditorium  
 Yvonne Manning, Executive Director of Equity, Inclusion and Curriculum Program Audit  
 Yvonne Montalvo, Rochester Teacher Center

11:30 AM-12:30 PM Lunch in the Cafeteria  
 Thanks for lunch, RCTA

12:30-2:30 PM Welcome to the Profession - Rooms TBA  
 RCTA Presenters

Please complete the on-line evaluation survey sent to your district email address.

The Center in Teaching RCTD Department would like to thank all of our presenters, and . . .  
 For use of Edmodo account at Rochester High School, Superintendent Candice Pallas, Editor Principal Lauren Johns,  
 And Principal Steven Humphrey, Vice Principal Allison Givley & the entire Edmo Team  
 For Lunch, Snacks & M&M's: Adam Uffendick, Adam Shaw, and the Rochester Teachers Association  
 For Lunch and Greeting Signage: Bethan Cohen, Yvonne Montalvo, Yvonne Manning  
 Special Thanks for coordinating today's event: CIT Lead Teacher Educator Bethan Cohen, The Brownes, Angie Griffin,  
 Amanda Loebe-Peters, Elia Brown, and CIT Secretary Yvonne Montalvo

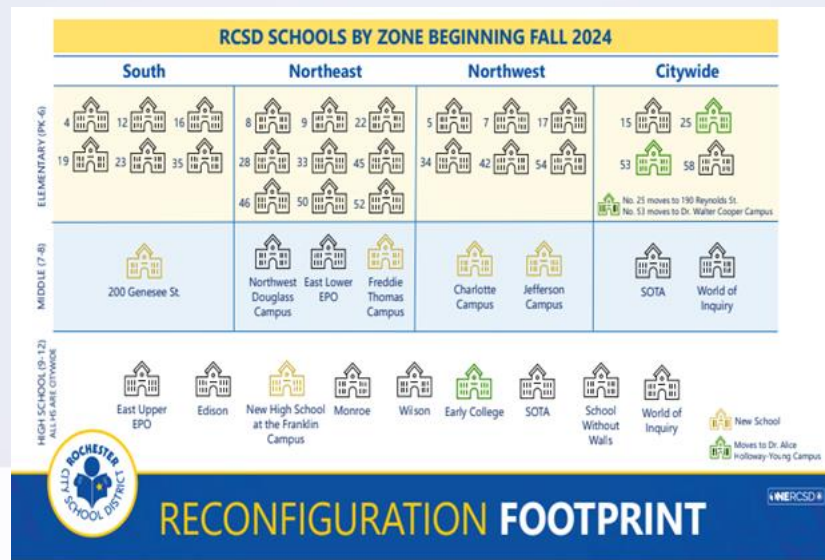
Find info and materials at the CIT Website here: [www.rcsdk12.org/CIT/NTO](http://www.rcsdk12.org/CIT/NTO) (Updated 8/20/23) Page 1

CIT will be sending out information about meeting the contractual requirement by the end of September.

<http://www.rcsdk12.org/CIT/NTO>

# FAQ #4: What's going to happen with this dramatic district reconfiguration?

- What's the buzz?
- How to approach?
  - Model Calm
  - Acknowledge and validate feelings
  - Avoid speculation
  - Provide perspective
  - Don't lose focus on students
  - Don't dismiss your own valid emotional response.



## FAQ #5: Show me the Money?

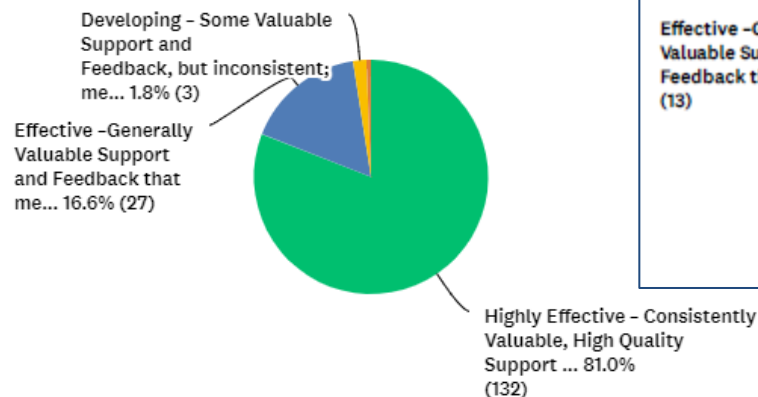
If you are activated, the CIT Mentor Stipend will typically appear in your paychecks in mid-October, with retroactive pay appearing in the subsequent paycheck.



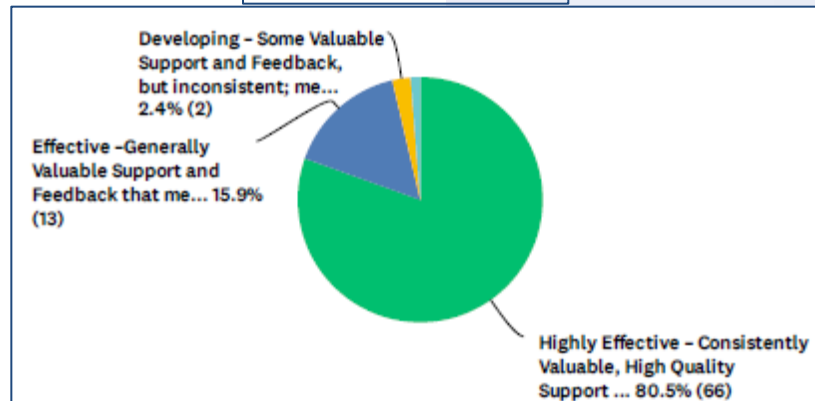
# 2023 CIT Program Evaluation Survey

Overall, how would you rate the quality of the support that your Lead Teacher-Mentor provided?

Answered: 163 Skipped: 10



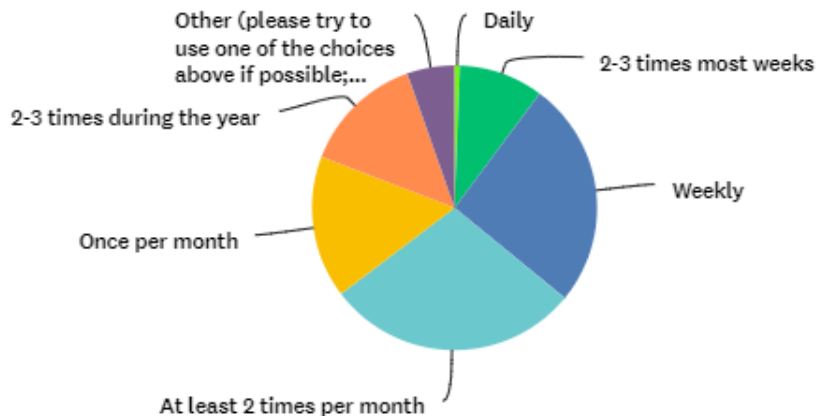
Compare to 2022



# 2023 CIT Program Evaluation Survey

Over the course of the school year, my mentor **visited me to observe my work** (via Zoom or in person) approximately:

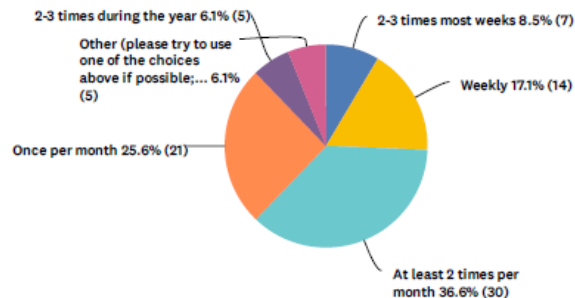
## OBSERVATIONS



## Compare to 2022

Q7 Over the course of the school year, my mentor visited me to observe my work (via Zoom or in person) approximately:

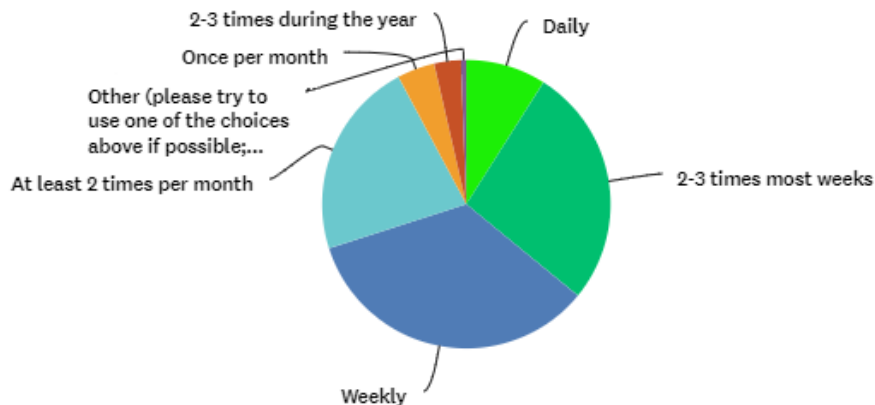
Answered: 82 Skipped: 2



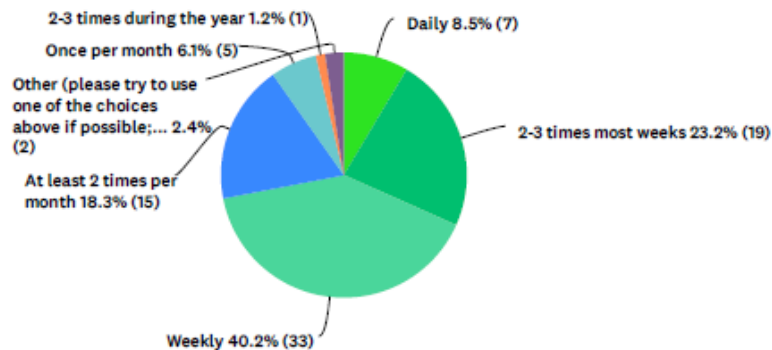
# 2023 CIT Program Evaluation Survey

My mentor **was in contact with me** approximately (include classroom/office visits, Zoom visits, phone calls, emails, texts, meetings outside of classroom)

**CONTACT**



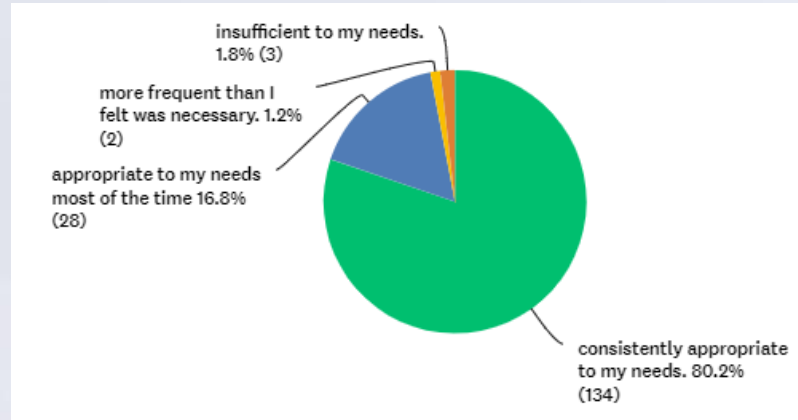
Compare to 2022



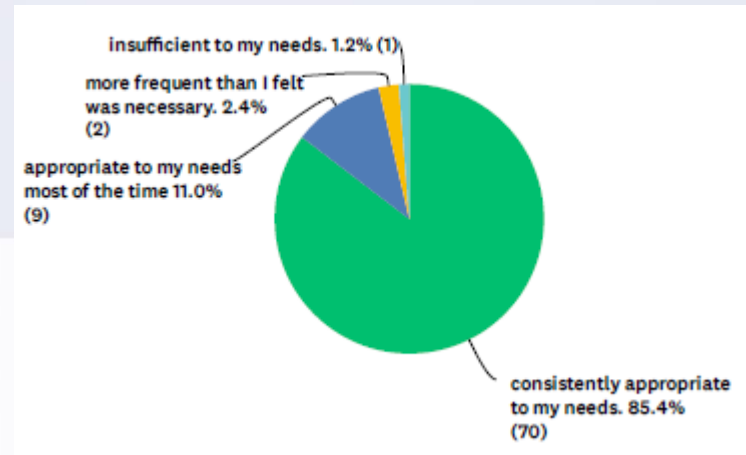
# 2023 CIT Program Evaluation Survey

The frequency of contact with my mentor was

## FREQUENCY of CONTACT



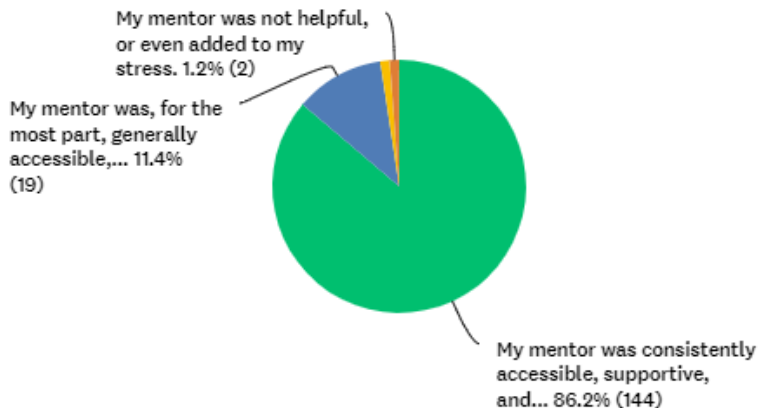
Compare to 2022



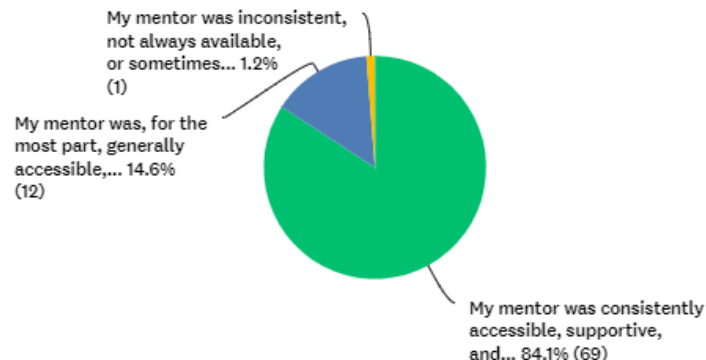
# 2023 CIT Program Evaluation Survey

Which of the following best describes your relationship with your assigned Lead Teacher-Mentor?

## RELATIONSHIP with MENTOR



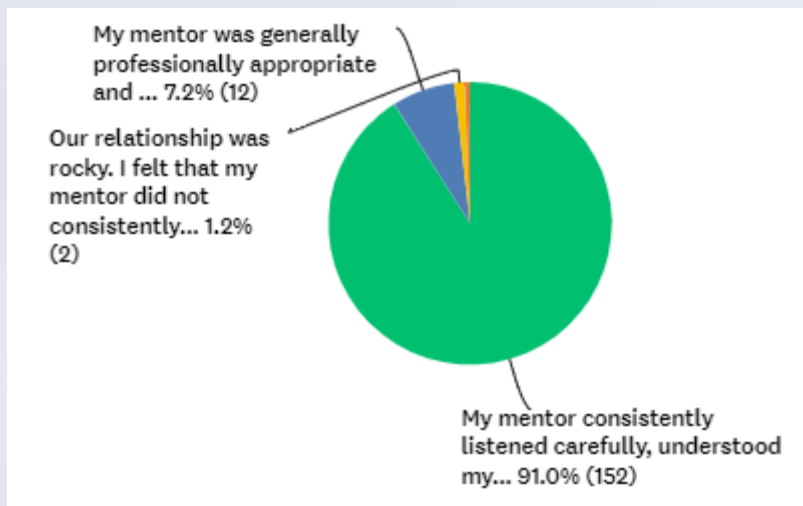
Compare to 2022



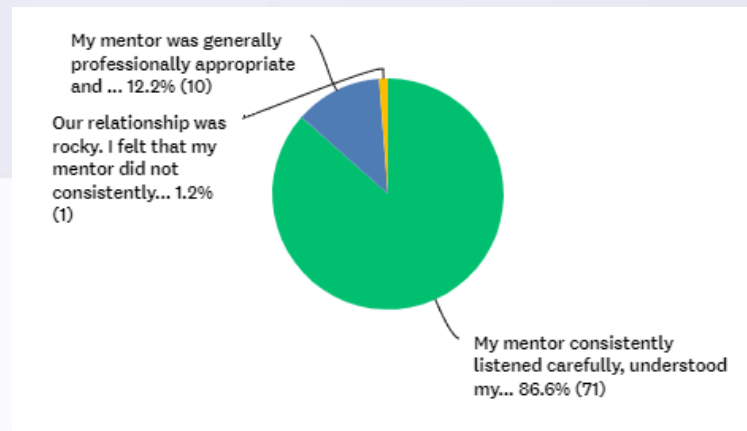
# 2023 CIT Program Evaluation Survey

Which of the following best describes your interactions with your assigned Lead Teacher-Mentor?

## INTERACTIONS with MENTOR



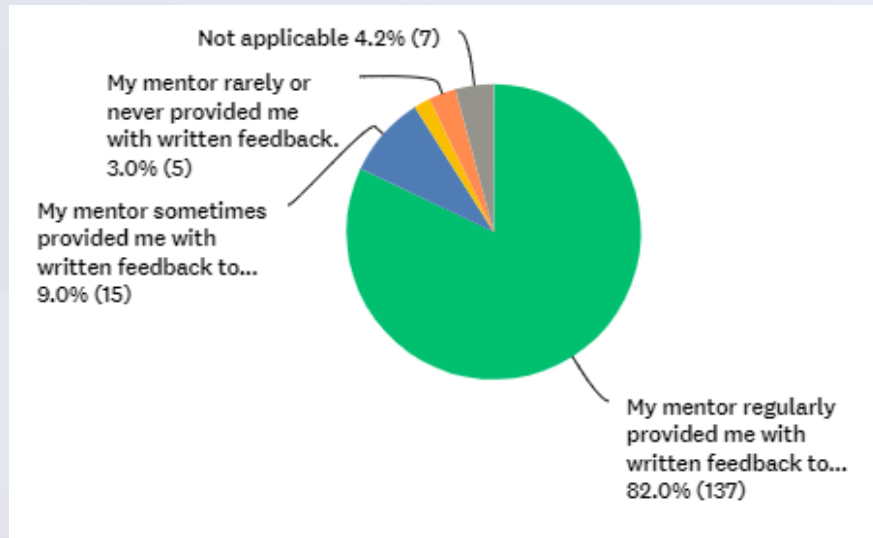
Compare to 2022



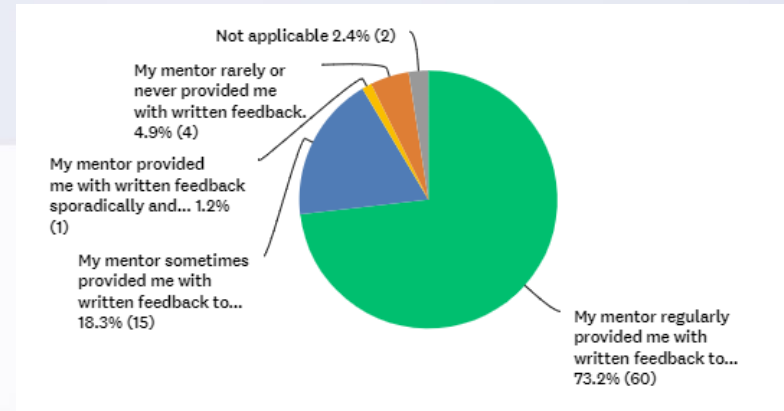
# 2023 CIT Program Evaluation Survey

Which of the following describes your use of written feedback?

## WRITTEN FEEDBACK



Compare to 2022



# 2023 CIT Program Evaluation Survey

## Did your Mentor . . .

Yes No Unsure

provide a clear explanation of the CIT Program?

share CIT Program expectations for new "CIT Interns."

inform you about tuition reimbursement?

inform you about CIT professional learning opportunities?

discuss issues of equity, antiracism, or culturally responsive practices?

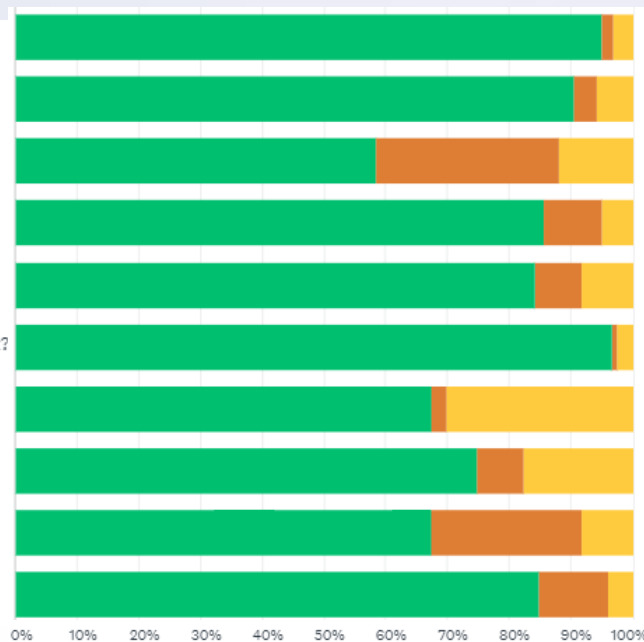
review with you CIT Intern Status Reports, Intern Reports on Mentor, and Intern Final Report?

contact your supervising administrator regularly throughout the year?

use the Danielson rubrics in your work together?

review your supervisor's teacher evaluations with you?

tell you about the Voluntary Transfer process (if applicable)?

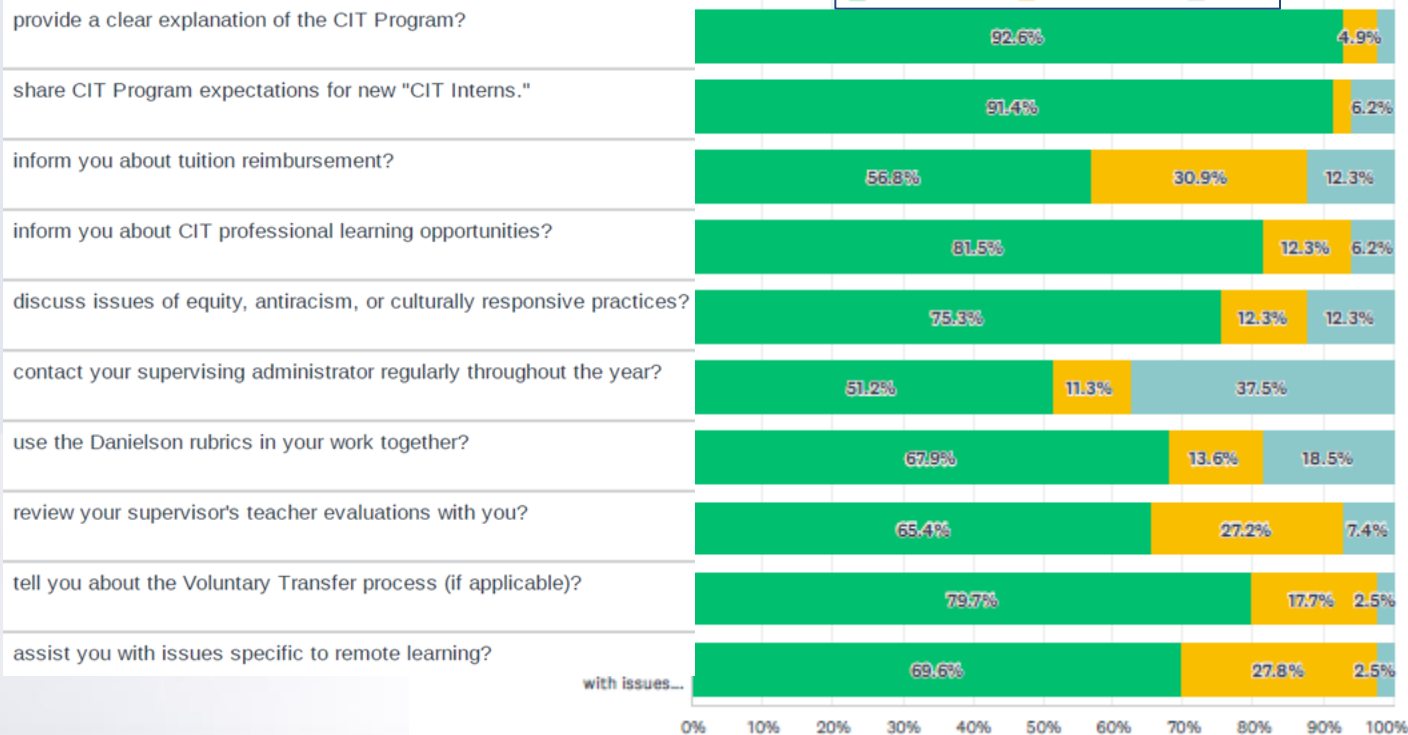


# 2022 CIT Program Evaluation Survey

## Q24 Did your CIT Mentor . . .

Answered: 81 Skipped: 3

Yes No Unsure



# Review the Comments in the CIT Program Evaluation Survey:

## [2023\\_CIT\\_Intern\\_Program\\_Evaluation\\_Survey](#)

<b>Pages of comments to review</b>	<b>Survey Questions</b>	<b>Start here if your last name begins with . . .</b>
PAGES 1-12	Frequency & Quality of Contacts; Additional Comments	A through D
PAGES 13-19 PAGES 20-24	Overall Quality of Support; How CIT Mentor Helped You Most What Could Be Improved-CIT?	E through L
PAGES 25-29 PAGES 30-35	What Helped you Most Besides Mentor What Could Be Improved-District?	L through P
PAGES 36-42 PAGES 43-44 PAGES 45-65	Considered resigning? Reasons Did your Mentor . . . ? Planning; Environment; Instruction; Prof Resp; Cult Resp Practices	R through Z
<b>What confirmed, challenged, or extended your thinking about our Mentoring work?</b> <b>What surprised you? What questions were raised? Add your comments on the following slides</b>		

Find Link here and in Chat for [CIT Program Evaluation Survey Analysis PADLET](#)

## Once you are in your Breakout Rooms:

Please select one person in your Breakout Room to copy and open the **Breakout Room Instructions** (dropped into the 'Chat') with detailed instructions, and then "Share Screen" with the rest of the group. You will have **20 minutes** to:

- Introduce yourselves. (~4 minutes)
- Share some experience, questions, and challenges.

New Mentors First:

- Share about your experience as a CIT Mentor so far AND/OR
- Share a question about mentoring work that you would like to have answered, or share a current mentoring challenge that you would like some help addressing.

Then Experienced Mentors

- Share what you enjoy most about being a Mentor AND
- Share the advice you wish you had received when you first started as a Mentor ("If I knew then what I know now . . .").

- Please . . . Be sure to give everyone an opportunity to speak and to listen.  
Only share what you feel comfortable sharing, you always have the option to pass.  
Please respect the privacy of the others in your Breakout Room.  
You are welcome to leave the Breakout Room to return to the main room at any time.



# Brief Discussion Debrief

How was the discussion process for you?

Did you gain some helpful ideas?

Any themes emerge? Any surprises?



**Please “raise your hand”**

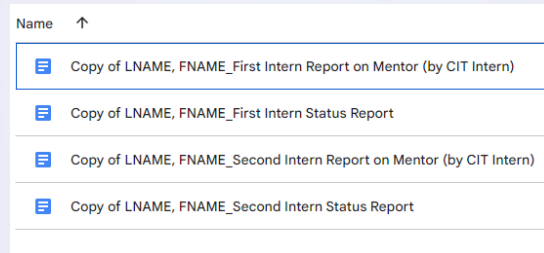
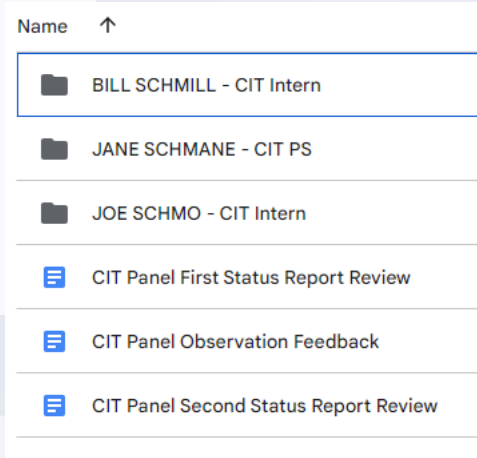
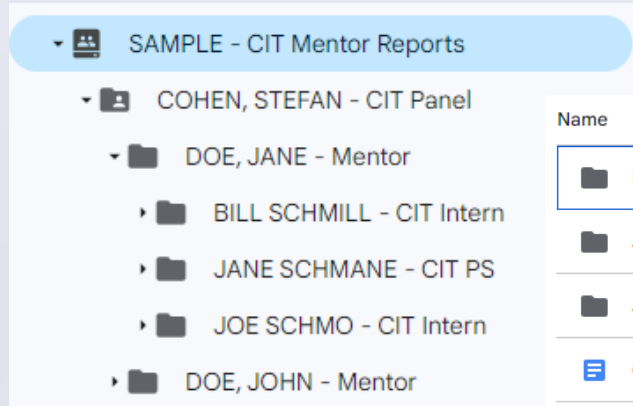
 **Raise Hand**

**or drop your comments into the ‘Chat’.**

**(We can share comments with the group after the Forum.)**

**You will be invited to share reactions and  
insights in the Survey  
after the session.**

# CIT Forms on Google Shared Drive



Signatures indicate that the Mentor has reviewed this report with the Intern.  
Interns may attach a written response or comments.

<input type="text"/>	<input type="text"/>
CIT Mentor signature	Date
<input type="text"/>	<input type="text"/>
CIT Intern signature	Date

If this is being signed digitally only, the Mentor and Intern must type their names into the signature boxes above, and the CIT Intern must click [here](#) to complete the [CIT Report Digital Signature Form](#).  
(You need to be signed into your RCSD Google Account, [Your 7-digit ID#]@rcsd121.org.)

Visit the Google Shared Drive: [SAMPLE – CIT Mentor Reports](#)  
**Stay tuned!**

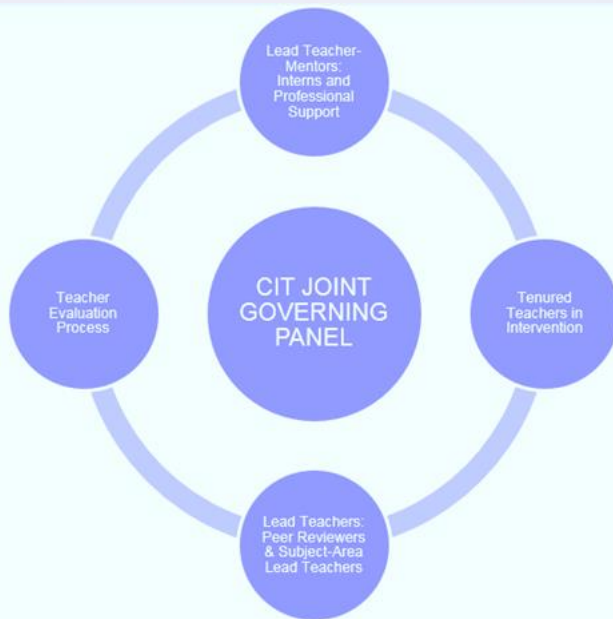
# Our CIT Joint Governing Panel

## RTA Members:

**Alexis Leslie**, ESOL Teacher, OACES  
**Stefan Cohen**, CIT Program Director, Social Studies Teacher  
**Martha Keating**, RTA Labor Relations Consultant  
**Sharon Key**, Kindergarten Teacher, School #22  
**John Pavone**, RTA 1<sup>st</sup> Vice-President  
**Vacancy TBA**

## RCSD Members:

**Thomas Anderson**, Assistant Principal, School #45  
**Kimberly Harris-Pappin**, Principal, School #53  
**Susan Ladd**, Principal, School #28  
**Christopher Miller**, Chief of the Office of Human Capital  
**Dominic Pickard**, Director of Arts  
**Kara Reidy-Vedder**, Director, Staff & Educator Effectiveness



# CIT Governing Panel

## JOIN YOUR PANEL MEMBER'S BREAKOUT ROOM to . . .

- Make Introductions
- Review the Role of the CIT Governing Panel
- Review Expectations and Procedures for Activated Mentors
- Discuss Whatever Might Seem Relevant or Helpful

### CIT Mentor and CIT Governing Panel Timeline\*

(\*Specific procedures for submitting reports, providing feedback, obtaining signatures, etc. are subject to change as part of efforts to reduce "paperwork traffic.")

CIT Governing Panel Members	Assigned CIT Lead Teacher/Mentors
Meet assigned mentors in <b>September</b> at a joint Mentor-Panel Member Forum to discuss Panel Observations, expectations, etc.	Meet Panel Contact at the September CIT Mentor Forum (introductions, scheduling, expectations, etc.).
At late <b>November</b> Panel Meeting, receive Intern Status Reports and Intern Reports on Mentor for Review.	If assigned Interns, complete Fall Intern Status Report and submit signed copies of "Intern Status Report" and "Intern Report on Mentor" to the CIT Office at November Forum.
Complete Status Report Reviews (one per mentor) and bring signed copies to <b>December</b> Panel meeting.	Return signed Status Report Reviews to CIT Office or to January Mentor Forum.
Schedule Panel Observation of Mentors working with an Intern (one per mentor) as soon as possible. Best to begin observations in <b>November/December/January</b> .	
Provide written feedback using "Lead Teacher Assigned as Mentor Observation Form." Submit observation reports to CIT Office as they are completed. All observations should be complete by <b>March 31<sup>st</sup></b> .	Return signed "Lead Teacher Assigned as Mentor Observation Form" within ten days of receipt to the CIT Office. All observations should be complete by March 31 <sup>st</sup> .
At late <b>March</b> Panel Meeting, receive Intern Status Reports and Intern Reports on Mentor for Review.	If assigned Interns, complete Spring Intern Status Reports and submit signed copies of "Intern Status Report" and "Intern Report on Mentor" to the CIT Office at March Forum.
If Intern is struggling and not recommended for continuation, Final Reports should be sent by mentors directly to CIT Office by <b>April 15<sup>th</sup></b> .	
Complete Spring Status Report Reviews (one per mentor) and bring signed copies to <b>April</b> Panel meeting.	Return signed Status Report Reviews to CIT Office or to May 21st Mentor Forum.
Schedule End-of-year Mentor Review of Records for end of <b>May</b> .	If assigned Interns, complete Intern Final Reports in time for Review of Records meeting.
Complete Recommendations for Continuation and Submit with Intern Final Reports and Mentor Review of Records at <b>June</b> Panel Meeting.	Complete Mentor Self-Assessment and assemble written records for Review of Records meeting.