



TO: Year One and Year Two Teachers and Mentors

FROM: Dr. James Zavodjancik, Chief Academic Officer

RE: Module Completion for 2022-2023 School Year

DATE: July 19, 2022

The information below describes the module completion dates for teachers in Year One and Year Two of TEAM in the 2022-2023 school year.

Please note that the meetings for Module 5 and Module 1 are mandatory for Year One teachers or any Year Two teachers who have not yet completed those modules.

| Year 1 | |
|------------------|--|
| Completion Date | Module Number and Title |
| October 10, 2022 | Module 5 – Professional Responsibilities and Teacher Leadership – Meeting to be held on October 10 from 3:45-4:45 in the Fairfield Woods Middle School team room (Mandatory for beginning teachers who have not completed Module 5 and mentor teachers). |
| January 30, 2023 | Module 1 – Classroom Environment, Student Engagement, and Commitment to Learning – Meeting to be held on September 28, 2022 from 3:45-5:00 in the Fairfield Woods Middle School team room (Mandatory for beginning teachers who have not completed module 1 and mentors). |
| April 28, 2023 | Module 3 – Instruction for Active Learning |

| Year 2 | |
|------------------|---|
| Completion Date | Module Number and Title |
| January 30, 2023 | Module 2 – Planning for Active Learning |
| April 28, 2023 | Module 4 – Assessment for Learning |

Beginning in fall 2021, all beginning teachers will have a short questionnaire when they click on a module. Each teacher will be asked to reflect on his/her teacher preparation, both coursework and clinical experiences, and rate how well prepared s/he felt for their first teaching assignment. All five modules, including module 5, begin with this questionnaire.

Only aggregate data will be shared with institutions. Teachers’ names will not be shared with either the educator preparation program or the school district.

The questionnaire is part of the module process and must be completed to proceed through the module and complete it. The questions align with the Connecticut Common Core of Teaching and the TEAM Performance Profiles. Each module will have its own unique set of questions. TEAM encourages beginning teachers to reflect with mentors and use the questionnaire to inform the focus of the upcoming module by discussing strengths and areas of growth around a specific indicator.

Mentor Expectations

Please refer to the signed mentor contract for an inclusive list of expectations.

Mentors are required to (not exclusive):

- Meet and log hours for the Beginning Teacher (BT) on a weekly basis. Each module should have a minimum of 10 hours.
- Support the teacher in all areas of instruction (e.g.: environment, instruction, assessment)
- Observe, reflect with, and provide formative feedback to the BT throughout the TEAM process.
- Maintain the mentor status with update training for mentors and scoring.
- **Review a minimum of two reflection papers in the TEAM Dashboard each year. This includes reading and scoring.**
- Up to 4 half-days (1 per module) of professional release time to work directly with each BT.