**EXPECTED STARTING DATE** OF EMPLOYMENT: ______________________________

**Name of individual** you are seeking to employ:

Name of School System: __________________________________________________________
Address: ______________________________________________________________________
Name & Title of Person Submitting Request: ________________________________________
Phone: __________________ Fax: __________________ Email: ____________________________

Description of Teaching Position: __________________________________________________
School Building Name(s): _________________________________________________________

**Indicate FTE** (must be at least .5 FTE teaching in endorsement area): ______________

This plan for mentoring and supervising the Transitional Permit Teacher must be provided *annually* – please complete the following *and attach the transitional teacher’s anticipated schedule*:

- Who will be the primary mentor for the Transitional Teacher at the school site?
  Mentor name, email, position, and building: ________________________________________

- When will mentoring take place and how frequently (e.g., will release time be provided, after school, other)?
  _____________________________________________________________________________

- Identify any other resources the school system may utilize to assure a high-quality mentoring/induction experience.
  _____________________________________________________________________________

- Describe your plan for supervising the Transitional Teacher (at a minimum, the school system is responsible for evaluating the Transitional Teacher in accordance with its own board policies).
  _____________________________________________________________________________

(attach additional page if necessary)

**I have read and understand the TCP Mentoring and Supervision Expectations for Transitional Teachers and have attached the Transitional Teacher’s anticipated schedule.**

**Signatures:**

School Administrator or Authorized Representative* ____________________________ Date

Email: __________________________

Transitional Teacher __________________________ Date

Email: __________________________

Mentor Teacher __________________________ Date

*If employed in a nonpublic school, the signature of the area or diocesan superintendent is required.
Please keep this EXPECTATIONS document as a reference for
TRANSITIONAL CERTIFICATION PROGRAM MENTORING & SUPERVISION

1. School Administrator
   Assign a mentor that has a minimum of three year’s teaching experience.
   Familiarize your transitional teacher with their assigned mentor, school procedures (e.g., attendance, lunch count), expectations (e.g. lesson planning, assessment), community information.
   Provide the transitional teacher with your faculty and student handbooks.
   Check in with the mentor teacher when possible.
   Conduct informal evaluations and formal evaluations according to your own board policy.

2. Mentor teacher (preferably in the same building with the same teaching endorsement as the transitional teacher)
   Agrees to mentor the transitional teacher for the duration of time that the transitional teacher is completing his/her certification program (minimum of two school years).
   Participates in a UNK-provided 30-minute Zoom orientation for mentors of transitional teachers during the first quarter of the school year each year the teacher is in the program.
   Check in with the transitional teacher once every week at a minimum for the first quarter of the school year.
   Supports and guides the transitional teacher in instructional strategies, classroom management, school resources, collaboration, etc.
   Observes the transitional teacher and provides feedback once each semester the teacher is in the program. These observations will be conducted as a part of an assignment that the teacher completes for each professional sequence course.
   Observes and evaluates a lesson plan and completes a Teaching Dispositions evaluation during the TCP TE833 course semester.
   Observes and evaluates a lesson plan, evaluates a written unit plan, and completes a Summative Assessment and Teaching Dispositions evaluation (midterm and final) during the transitional teacher’s student teaching capstone semester of TE835 or TE836.

3. UNK Supervisor
   Makes four formal observations during the first semester of the school year and two formal observations during the second semester during the first school year.
   Makes one formal observation in the first semester and two in the final semester of the second school year. If the transitional teacher will be teaching an additional year in the program, the supervisor observes once each additional semester, and twice in the final semester.
   Discuss lesson feedback at UNK supervisor observations.
   Check in with the mentor and/or administration when possible.
   Prepare the mentor for the final semester responsibilities.

Support and guidance for transitional teachers from the school administrator, mentor teacher, and UNK supervisor is very important to their success. Communication is the key to any partnership. Please feel free to contact the UNK supervisor with any questions or concerns. Our mutually shared goal is to produce quality teachers!