**PDF ACTION PLAN**

 **2015-2016**

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| Name: Jessie Didier  |  | School: Tiger Academy |
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| **Building Mentor Capacity** |
|  | How will you collaborate with your administrators to recognize, recruit and retain mentors?  | Administrators and I set a meeting on 9/1 @ 11:15 to discuss who the mentors will be. |
|  | What is your plan for enhancing the knowledge and skills of your mentors? | The plan is to hold monthly meetings and collaborate with emails as much a possible. |
|  | What resources are available to support *you* as you support the mentors and mentees?  | The resources I know that are available to me are:-Blackboard-MINT Specialists-Charter School Colleagues (in-house and other schools) |
| **MINT Program Support (We do not currently have anyone in need of the MINT program at Tiger Academy)** |
|  | How will you identify teachers who are hired throughout the school year? | I will check their certification status via the FLDOE. |
|  | What is the plan for matching mentors and mentees effectively? | The plan for matching mentors and mentees is someone who is not on their grade level, but no more than +/- 2 grade levels difference. |
|  | What is your plan to ensure that mentors are assigned within the first week of hire?If matching takes longer, how will the new teacher receive support? | I did not assign mentors during the first week of hire due to my inexperience as a PDF. New hires did have support through grade level partners, coaches, and administration-led New Teacher Orientations during preplanning. |
|  | What is the plan for orienting new teachers to your school/community? | In addition to the support of their grade level partners, coaches, and New Teacher Orientations, the plan is for each mentee to be paired with a mentor who will plan a monthly meeting. |
|  | How will you share information with new teachers and mentors?  | I use various methods to share new information depending on what the information is and who needs to know it: email, time during Staff Meetings, and sit-in on the monthly meetings whenever possible. |
|  | How will you support school initiatives through MINT learning sessions? | n/a |
|  | How will you track and monitor progress to facilitate completion of requirements per the MINT timeline?  | n/a |
|  | How will you work with mentors and new teachers to ensure that portfolios contain quality artifacts that assist mentees with FEAP demonstration?  | n/a |
|  **Staff Responsibilities** |
| **ERO** | I will request preplanning, early release, PLCs, and any other learning session that may arise throughout the year. |
|  | What professional learning sessions will you request for pre-planning and the academic year? |
|  | What is the plan for maintaining and tracking attendance throughout the year? | I will pass around an attendance sheet and keep records on a spreadsheet. |
| **Communication** | I will request to be on the agenda for all Staff meetings to give a list of updated ERO courses, remind those to renew certs, PD approval process, and discuss any other information that may need to be discussed. |
|  | What is your plan for sharing information (i.e. certification, learning opportunities, and other school initiatives)? |

***PDF Action Plans are due by September 15, 2015.***