KTIP COORDINATOR NEWSLETTER
September 2015

Please check to make sure all committee members are using the 2015-16 KTIP Handbook and documents. Old bookmarks will take the user to old documents, so bookmarks will need to be reset. New KTIP resources can be located on the EPSB website: http://www.epsb.ky.gov/internships/KTIP_2015-2016_Forms.asp

ENTERING SCORES ON THE RECORD OF TEACHER INTERNSHIP YEAR (RTIY)

The procedure for entering scores on the RTIY is different this year. **Each** committee member will log in to IMS and enter his/her observation date and scores for all components after each observation.

During the committee meetings, the principal will log in and enter the committee meeting date and growth/ strength areas. All committee members and the intern will then sign off. At the Cycle 3 committee meeting, this procedure will be followed with this **addition:** the principal will enter the committee score and number of instructional days. The RTIY will automatically populate the final marking column, which determines the success of the intern.

IECE

IECE interns will use the same materials as K-12 KTIP teachers this year. Resource teachers, principals, and teacher educators who work with IECE interns will need the same KTIP training(s) described above and IECE training. IECE training from 2012 to present is valid.

INTERNS HOLDING TEMPORARY PROVISIONAL CERTIFICATES

All interns in alternative programs who hold temporary provisional certificates must have the recommendation from the university before the Confirmations of Employment are entered. Page four (4) of the TC-TP or CA-TP will indicate whether the institution has approved an internship. If "Yes" is checked, page five (5) of the TC-TP or CA-TP form must be completed and submitted to EPSB.

- Check the expiration date on Statements of Eligibility (SOE) and Temporary Provisional Certificates.
- If a Temporary Provisional Certificate expires on December 31, the internship should be entered into IMS as a full year internship, August through May. The intern should renew the Temporary Provisional by November 1st to avoid losing an internship slot.

KTIP COMMITTEE CYCLES

All full-year RTIYs must indicate observations and committee meetings in accordance with the following protocol:

- The orientation meeting shall be held prior to conducting any formal classroom observations of the teacher intern;
- The classroom observations by all committee members shall occur prior to the corresponding committee meeting;
- The classroom observations and second committee meeting (Cycle 1) shall be held between one (1) and sixty (60) instructional days **following the orientation meeting**;
- The classroom observations and third committee meeting (Cycle 2) shall be held between sixty-one (61) and 110 instructional days **following the orientation meeting**; and

- The taping and reviews of the video or classroom observations and fourth committee meeting (Cycle 3) shall be held between 111 and 140 instructional days **following the orientation meeting**.

SCHEDULE OF ACTIVITIES

Prior to Cycle 1 Committee Meeting, intern will:

☐ Complete **Context** and **Lesson Plan** and submit electronically to the appropriate committee member prior to each observation.

☐ Complete the **Post-Observation Reflection** *no later than two days after each observed lesson* and submit electronically to the appropriate committee member.

☐ Continue to work on **Professional Involvement Log** by selecting activities in which he/she will be involved and entering them on the log.

☐ Develop **Records and Communication**.

☐ Work with resource teacher to identify strengths and priority areas for growth and possible types of professional development needed for **PGP.**

☐ Administer the **Student Voice Survey** according to the plan established at Orientation Meeting and district schedule.

☐ Complete plan for **Student Growth**.

During Cycle 1 Committee Meeting, committee and intern will: *(1-60 instructional days from Orientation)*

☐ Discuss the scores and supporting evidence for the Framework components. Focus on strengths and priority areas for growth identified by the committee.

☐ Agree upon the professional growth activities for Cycle 2 and identify assistance and other documentation needed for these activities.

☐ Discuss **Student Growth goal** progress, the strategies being used, and the plan for monitoring student progress. Identify any professional learning needs that should be addressed in **PGP**.

☐ If applicable, discuss **Student Voice** results and any implications for **PGP**.

☐ Discuss progress on **Professional Involvement Log**.

☐ Clarify expectations for Cycle 2.

☐ Review dates for observations and committee meeting for Cycle 2.

☐ If all members have entered scores; sign off on the Cycle 1 Committee Meeting in IMS.

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