

**Westport Professional Development and Evaluation Plan
Schedule of Activities
Non-Tenured Year 1 and Year 2 Teacher Phase**

<u>Activity</u>	<u>Due Date</u>	<u>Person(s) Responsible</u>
<ul style="list-style-type: none"> • PDEP Orientation for New Teachers 	Late August Pre-Service Session	Superintendent of Schools
<ul style="list-style-type: none"> • Assignment of B.E.S.T. Mentors or informal mentors for New teachers 	By September 15 th	Principal
<ul style="list-style-type: none"> • Formal Observations* <ul style="list-style-type: none"> ○ a minimum of 3 observations and written reports for teachers in Year One and Year Two. <p>*Post-observation conferences and observation reports are to be completed within <u>10</u> school days from the observation date.</p>	By February 15 th	PDEP Supervisor with teacher
<ul style="list-style-type: none"> • Mid-Year Summative Evaluation Conference and completion of Non-Tenured Teacher Summative Evaluation Form 	By March 1 st	PDEP Supervisor (signed by principal and sent to Superintendent of Schools by March 1 st)