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| **DATES** | **TASKS** | **ACTION STEPS FOR ESP TEACHERS, CONTACTS, SPECIALISTS, and MENTORS** |
| **Sept. 16-**  **September 30** | **Levels and Course Registration** | 1. PD Specialists inform ESP Contacts of Level 1-3 teachers and those who have not completed data collection tool. 2. PD Specialists and ESP contacts inform teachers to register for ESP Level 1 or Level 2 on e learning management. 3. Teachers, Mentors, ESP Contacts can register for ESP course on elearning on **9/26!!** |
| **By September 30** | **Google Document**  **Share** | 1. PD Specialist share google folder for new teacher and mentor lists. 2. ESP contact prepare list of new teachers and mentors |
| **By October 15** | **Mentor Lists** | 1. All teachers and mentor teachers added to google form. |
| **During**  **September 30-December 1** | **Teacher Learning Cycles 1-3**  **Learning**  **Environment**  **(FEAP 2 Only)** | **Complete all portion of the Learning Environment Cycles 1-3**  **The Learning Environment (FEAP 2) via e learning and link to e campus.**   1. PD Specialists assess and track progress. 2. Mentors conduct peer observations. 3. ESP contacts support teachers and mentors. 4. PD Specialist and ESP contacts remind teachers to upload to e learning by December 1. |
| **By December 1**  **(suggested)** | **Teacher Evidence Upload** | 1. Teachers upload certificate of completion for the Learning Environment on   e-learning.   1. Cycle 1 and 2 opens for the remaining FEAPS through e learning an f |
| **Between**  **December 1-January 30** | **ESP Contact and Teacher Meeting** | 1. Mid-Year Meeting and Check In with ESP Contacts and new teachers. 2. Communication with PD specialist if additional Learning Environment help is needed. |
| **During**  **December 1-April 1** | **Teacher Learning Cycles 1/2**  **FEAPS 1,3,4** | **Complete Cycles 1 and 2 for the following:**  **Instructional Design, Instructional Facilitation, Assessment**  **FEAP 1, 3, 4, via e learning and link to e campus**.   1. PD Specialists assess and track progress. 2. Mentors conduct peer observations. 3. ESP contacts support teachers and mentors 4. PD Specialist and ESP contacts remind teachers of to upload certificate to e learning by April 1. |
| **By April 1**  **(suggested)** | **Teacher Evidence Upload** | 1. Teachers upload certificate of completion for the Cycle 1 and 2 for FEAPS 1,3,4 on e learning. 2. Cycle 3 opens for the remaining FEAPS through e learning/e campus. |
| **Between**  **April 1- May 30** | **ESP Contact and Teacher Meeting** | 1. End of Year Meeting and Check In with ESP Contacts and new teachers. 2. Communication with PD specialist if additional Learning Environment help is needed. |
| **April 1-November 1 (year 2)** | **Teacher Learning Cycle 3** | **Complete Cycle 3:**  **ALL FEAPS 1-6 via e learning/ecampus**   1. PD Specialists assess and track progress. 2. Mentors conduct peer observations. 3. ESP contacts support teachers and mentors. 4. PD Specialist and ESP contacts remind teachers to upload to e learning by November 1, 2017. |
| **By December 1** | **Final Meeting**  **Competency Verification form Signed** | 1. Final meeting with Principal, AP, and Teacher. 2. Principal signs 1020 form. 3. Teacher Uploads form to e learning. 4. ESP Contact provides form 1020 to the PD Specialist. 5. PD Specialist provides 1020 form to Illes/Morris and updates google form. |
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