

FLEXIBLE TIMELINE FOR SCHOOL PSYCHOLOGIST LEAD MENTORS

(for more details, see Cycle Summaries and Cycles)

Time Period	Event	Verification
<p>Year One</p> <p>Scheduled days for Orientation</p>	<p>✓ Framework training (<i>one full day</i>)</p> <p>✓ Complete the first three DPAS II modules (<i>three additional hours</i>) by September 15.</p>	<ul style="list-style-type: none"> ▪ Contact site coordinator to indicate that all training has been completed. ▪ Sign-in sheets
<p>First Two Weeks of School</p>	<p>Orientation Activities</p> <p>✓ Mentors meet with new school psychologist mentees and review the following documents:</p> <ul style="list-style-type: none"> ▪ “What You Can Expect: Cycle One” ▪ “Steps for Cycle One” <p>✓ Mentor assists the mentee in completing the following forms:</p> <ul style="list-style-type: none"> ▪ “Orientation and Mentoring Checklist” ▪ “School Resources” ▪ “School and District Resource Record” ▪ “Technology and Related Responsibilities” 	<p>Logs/Forms</p>
<p>Typically September to December</p>	<p>Cycle One</p> <p>✓ Training in Component Two by mentors</p> <p>✓ Observation One</p> <ul style="list-style-type: none"> ▪ Discussion Log 1 within 48 hours <p>✓ Joint Review 1:</p> <ul style="list-style-type: none"> ▪ Identify area of practice for next observation focus ▪ Develop Strategies – refine 2-4 weeks <p>✓ Observation Two</p> <ul style="list-style-type: none"> ▪ Practice focus strategies ▪ Discussion Log 2 <p>✓ Joint Review 2</p> <ul style="list-style-type: none"> ▪ Review practice skill <p>✓ Determine next steps in progress</p> <p>✓ Attend workshop about communication – discuss workshop with mentor</p>	<p>Mentor Formative Observation Log 1 Discussion Log 1</p> <p>Mentor Formative Observation Log 2 Discussion Log 2 Determine current level of performance in each criterion of Component 2</p> <p>Sign in sheet Log</p>

Time Period	Event	Verification
	<p><u>Cycle One – continued...</u></p> <p>Completion of forms:</p> <ul style="list-style-type: none"> ▪ Verification of Services ▪ Certificate of Completion <p>Maintain Portfolio as part of process</p>	<p>Completion of forms:</p> <ul style="list-style-type: none"> ▪ Verification of Services ▪ Cycle One Certificate of Completion <p>Notify Site Coordinator of completion of Cycle One.</p>
Typically January to May	<p><u>Cycle Two</u></p> <ul style="list-style-type: none"> ✓ Training in Components 1 and 3 by mentors ✓ Attend workshop on how to engage students in learning ✓ Meet with mentor to discuss expectations and directions ✓ Observation Three: Mentor observes work sample on engagement - Discussion within 48 hours ✓ Meeting to discuss Planning and Preparation ✓ Review questions regarding work sample process “Consultation and Collaboration” (Component 3) ✓ Observation Four: Mentor observes work sample 1 – “Assessment, Consultation and Intervention” ✓ Discussion Log 4 – work sample 1 ✓ New School Psychologist selects area of focus (Component 3) ✓ Observation 5: Mentor observes work sample 2 ✓ Discussion Log 5 – work sample 2 ✓ Discuss performance on Component 3 ✓ Set goals for professional development 	<p>Certificate of Attendance Sign in sheet</p> <p>Log</p> <p>Mentor Formative Observation Log 3 Discussion Log 3</p> <p>Mentor marks current level of performance for criterion of Component 1</p> <p>Mentor Formative Observation Log 4</p> <p>Discussion Log 4</p> <p>Mentor Formative Observation Log 5 – Collect Evidence Discussion Log 5</p> <p>Mentor marks performance on criterion of Component 3</p>

Time Period	Event	Verification
	<p><u>Cycle Two continued...</u></p> <ul style="list-style-type: none"> ✓ Complete Verification Forms for new school psychologist and mentor ✓ Mentor verifies new school psychologist has had appropriate formal evaluations to move toward licensure 	<p>Completion of forms:</p> <ul style="list-style-type: none"> ▪ Verification of Services ▪ Cycle Two Certificate of Completion <p>Notify Site Coordinator of completion of Cycle Two.</p>
<p>Year Two</p> <p>Full Year to start within the First Ten Weeks of the School Year.</p>	<p><u>Cycle Three</u></p> <ul style="list-style-type: none"> ✓ Initial Session <ul style="list-style-type: none"> ▪ Review documents/requirements for cycle ▪ Mentee is assigned to learning team comprised of at least three (3) participants ▪ Mentor models, explains requirements, assignments, etc ✓ Learning Team Sessions <ul style="list-style-type: none"> ▪ Meet for a minimum of 30 contact hours ▪ Determine Facilitator(s) ▪ Facilitation of Session (<i>see summary</i>) ▪ Individual Assignments (<i>see summary</i>) ▪ Assignment completion form completed by team members, copy given to mentor ✓ Review Cycle Three "Reflection on Learning" form and respond to questions ✓ Turn in Portfolio as requested (by May 1st) ✓ Mentor needs to complete check-out with site coordinator by May 15th to assure timely stipend pay. <p><i>Return all work to mentees. New school psychologists need to keep all work in a professional portfolio for a minimum of two years.</i></p>	<p>.</p> <p>Meeting schedule for Team Log Attendance sheets Logs as designated by program</p> <p>Complete "Facilitating a Learning Team Meeting" – place in portfolio</p> <p>"Assignment Completion Form" – place in portfolio and give copy to mentor Training Participant Sign in sheet – in portfolio Place questions and responses in portfolio</p> <p>Portfolio must be turned into mentor by May 1st.</p> <p>Mentor notifies site coordinator of completed work for Cycle Three.</p> <p>Mentor advises site coordinator if DPAS II evaluations have not been completed.</p>

Time Period	Event	Verification
<p>Year Three</p> <p>Full Year to start within the First Ten Weeks of the School Year.</p> <p><i>Required 30 hours of documented professional growth work as outlined on the DOE Professional Mentoring web page for School Psychologists.</i></p>	<p>Cycle Four</p> <ul style="list-style-type: none"> ✓ Initial Session – review requirements and focus ✓ Step 1 – Review relevant documents ✓ Step 2 – Complete self assessment tool(s) – place in portfolio ✓ Step 3 – Complete tentative plan for professional development for next five years – place in portfolio ✓ Step 4 – Mentee sends Professional Growth Plan to mentor ✓ Step 5 – Mentor sends “Certificate for Cycle Four” to new school psychologist ✓ Review what to expect for Cycle Four with mentor including hours (minimum 30 hours) ✓ See Summary for Cycle Four for additional requirements, ideas and materials ✓ Initial professional development plan ✓ Formal plan for Professional Development for next five years must be provided by May 15th as a move towards a continuing license <p><i>Return all work to mentees. New school psychologists need to keep all work in a professional portfolio for a minimum of two years.</i></p> <p>Mentee must have two out of three successful DPAS II summative evaluations to move on to a continuing license – if not, mentor must notify site coordinator.</p>	<p>Self Assessment(s)</p> <p>“Professional Growth Plan for School Psychologist” form</p> <p>“Certificate for Cycle Four” in portfolio</p> <p>Professional development plan approved by mentor</p> <p>Finalized “Professional Growth Plan for School Psychologist” – place in portfolio. Professional Development Plan for 90 Clock Hours – place in portfolio “Certificate for Cycle Four” in portfolio</p> <p>Copies of evaluations are to be included in portfolio.</p> <p>Mentor notifies site coordinator of completed work for Cycle Four.</p>