



## TIP SUPPORT PROVIDER RESPONSIBILITIES

### **PT SUPPORT**

- **Meet weekly** (minimum of one hour) with the assigned Participating Teacher (PT) to provide support (conferencing, observing, etc.) for successful completion of the PT's year-long program requirements (**32 hours total annually**)
- Observe PT's teaching practice **twice each year** and provide detailed, formative observation notes to be submitted with PT's inquiry evidence
- Assist PT in coordinating observations of peers and colleagues
- Connect PT with professional development opportunities
- Guide PT with the self-assessment of his/her teaching practice and with the development of his/her Individual Learning Plan (ILP)
- Collaborate with site administrator on the development of the PT's ILP
- Collaborate with PT to ensure that inquiry evidence meets high standards of professionalism and inquiry requirement due dates
- **Develop and maintain a trusting professional relationship with PT which supports her/his growth and development as an educator**
- **Honor and maintain confidentiality of all Induction Program processes**

### **PROFESSIONAL GROWTH**

- Attend and participate in afterschool Support Provider workshops
- Attend and participate in all required Teacher Induction Program professional development workshops and meetings with PT
- Develop a Mentoring ILP that includes reflecting and creating goals for mentoring professional growth

### **LOGISTICS**

- Submit a Teacher Induction Program (TIP) Log twice each year (December & May) that accurately documents weekly PT/SP meetings along with attended PDs
- Participate in program evaluation process each year to provide feedback on the program's effectiveness
- Use Google Drive to access resources
- Participate in TIP Accreditation activities
- Communicate changes in contact information, employment status, PT/SP issues, etc. in a timely manner
- Use the program's tools and processes **as intended** to guide and support PT's professional development and the year-long inquiry requirements

## TIP SUPPORT PROVIDER BENEFITS

- Increased professional growth in mentoring, coaching and teacher leadership through collaboration with TIP staff, presenters and participants
- Documented professional development hours
- Optional continuing education units through Saint Mary's College
- Network with new and experienced teachers participating in TIP
- Earn a yearly stipend (\$1500) per Participating Teacher