



# NORTH COAST SCHOOL OF EDUCATION



## PERMIT HOLDER PROFESSIONAL DEVELOPMENT PROGRAM ANNUAL SUMMARY OVERVIEW

Timeline	Activities (M Mentor; PH=Permit Holder)		Documentation	Completed
<b>FALL:</b> September- November	<b>M/PH:</b>	Create/update NCSOE account @ <a href="http://www.ncsoe.org/">http://www.ncsoe.org/</a>	Program monitors completion	
	<b>M:</b>	Register for ISSP Orientation and ISSP Professional Development Series (PDS) {Fall/Winter/Spring}	Program monitors completion	
	<b>M/PH:</b>	Register for and attend ISSP Orientation	Program monitors completion	
	<b>M:</b>	Enroll in and complete the Online Mentor Orientation	Program monitors completion	
	<b>M:</b>	Attend Fall Intern Program PDS	Program monitors attendance	
	<b>PH:</b>	Create Personalized Professional Development Plan (PPDP) to target meeting pre-requisites for Intern Credential Programs	Personalized Professional Development Plan (PPDP) and PPD Log	
	<b>I:</b>	Complete observation of a colleague (recommended, optional)	Observation Form	
	<b>M:</b>	Complete first-half of Mentor Self-Assessment and upload into Canvas	Mentor Self-Assessment	
	<b>M/PH:</b>	Complete pre-observation conference, classroom observation, and post-observation and upload observation document in Canvas	Observation Form	
	<b>M/PH:</b>	Complete weekly on-site conversations and reflections; review and update PPDP	Personalized Professional Development Log	
<b>DUE DATES: (Program Coordinator will adjust due dates, as needed, for those enrolling mid-year.)</b> <ul style="list-style-type: none"> <li><b>MENTOR:</b> Self-Assessment (first-half) to Canvas <b>by 11/2</b>; Intern Observation Form to Canvas <b>by 11/30</b></li> <li><b>PERMIT HOLDER:</b> Personalized Professional Development Plan created <b>by 9/30</b>; Permit Holder Professional Development Log updated <b>by 9/28, 10/31, 11/30</b>; Share PPDP and log with District Coordinator if requested</li> </ul>				
<b>WINTER:</b> December- February	<b>M:</b>	Attend Winter Intern PDS	Program monitors attendance	
	<b>M/PH:</b>	Schedule and attend Mid-Year Check-In with Site Administrator <b>by February 28th</b>	PPDP and Administrator Online Survey	
	<b>M/PH:</b>	Complete weekly on-site conversations and reflections; review and update PPDP	Personalized Professional Development Log	
<b>DUE DATES:</b> <ul style="list-style-type: none"> <li><b>PERMIT HOLDER:</b> Permit Holder Professional Development Log updated <b>by 12/21, 1/31, 2/28</b>; Share PPDP and Log with District Coordinator if requested</li> </ul>				
<b>SPRING:</b> March-May	<b>M:</b>	Attend Spring Intern PDS	Program monitors attendance	
	<b>PH:</b>	Complete observation of a colleague (recommended, optional)	Observation Form	
	<b>M/PH:</b>	Complete pre-observation conference, classroom observation, and post-observation and upload observation document in Canvas	Observation Form	
	<b>M/PH:</b>	Complete weekly on-site conversations and reflections; review and update PPDP	Personalized Professional Development Log	
	<b>M:</b>	Complete second-half of Mentor Self-Assessment and upload into Canvas	Mentor Self-Assessment	
<b>DUE DATES:</b> <ul style="list-style-type: none"> <li><b>MENTOR:</b> Self-Assessment (second-half) to Canvas <b>by 5/13</b>; Intern Observation Form to Canvas <b>by 4/26</b></li> <li><b>PERMIT HOLDER:</b> Permit Holder Professional Development Log updated <b>by 3/29, 4/26, 5/31</b>; Share PPDP and Log with District Coordinator if requested</li> </ul>				