

TEACHER PERFORMANCE ASSESSMENT ORIENTATION CHECKLIST

PRIOR TO ORIENTATION:

1. Ask intern to read the TPA Handbook in a thorough manner.
2. Have the intern complete the Candidate Information Sheet.
3. Have the intern complete the Ky Teacher Standards Self-Assessment on page 43 of the handbook; have a copy for the orientation meeting.
4. With help from the resource teacher identify students for Task D and be prepared to discuss timelines for this activity at the orientation.
5. Consider leadership activities to discuss at the orientation for Task F.
6. The intern must identify areas for a preliminary Professional Growth Plan to be discussed at the orientation.
7. Both the resource teacher and intern must set up accounts with EPSB with User ID and password and take the information to the orientation
8. Check training status of resource teacher; obtain copy of training certificate.
9. Ensure that the resource teacher is investing time with the intern prior to the orientation in order to facilitate understanding of the process.

ORIENTATION:

1. Review all KTIP/TPA materials, processes, procedures, and discuss expectations (including the Instructional Unit).
2. Set timelines for completion of TPA Tasks.
3. Discuss possible mentoring activities.
4. Share contact information, especially email addresses.
5. Determine dates for upcoming committee meetings.
6. Log in to Intern Management System and complete the section for Record of the Teacher Intern Year for the Orientation Meeting.

