



Edison P-TECH School of Business

Mentor/Induction Program Plans

2021-2022 School Year

Edison P-TECH plans to develop a Mentor/Induction Program Plan that targets the professional development and campus connections of new teachers/staff members, and the social, emotional and academic growth of students.

P-TECH staff will:

- Receive instructional and interpersonal skills and capacities needed for success in an advanced academic setting through a Welcome binder that contains P-TECH Blueprint, Object Based Measures, Career Pathways, calendar of events.
- Monitor progress on meeting the Blueprint, including reviewing data to ensure the P-TECH/ICIA is on-track to meet outcomes-based measures
- Review Mid-course corrections as needed
- Attend annual professional development, focused on research-based instructional strategies that focus on rigor, build college- and career-readiness, are based on needs assessment of student data, and includes both high school and dual credit teachers.
- Register new faculty/staff to Community of Practice (<https://texascrm.mobilize.io/network-groups>)
- Be provided opportunities to collaborate, plan and engage in relevant professional development (ideally common planning period)
- Receive extensive training and support through regularly scheduled formative peer observations





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Staffing and Professional Development

Key Activities and Tasks	Timeline*	Assigned to
Determine staffing needs and hiring timeline	October - February	Principal: Dr. Carielo P-TECH Coordinator: Garcia
Recruit or identify and hire campus leaders	December - February	Principal: Dr. Carielo
Recruit or select and hire instructors	February - April	Principal: Dr. Carielo
Review instructor applications	March	Principal: Dr. Carielo
Interview top candidates for instructor positions	March	Principal: Dr. Carielo
Make selection decisions, including assigning instructors to schools, subject areas, and grade levels according to experience	April	Principal: Dr. Carielo Master Scheduler: Flores
Make offers and secure commitments from selected instructors	April	Principal: Dr. Carielo
Recruit or select and hire other campus operations and support staff	April	Principal: Dr. Carielo
Meet with P-TECH Coordinator regarding additional staffing needs to identify positions and select staff	April	Principal: Dr. Carielo



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Manage the process for confirming staff for these positions	April	Principal: Dr. Carielo
Plan professional development	November - April	P-TECH Coordinator: Garcia
Confirm location and professional development logistics, including materials and technology needs	March	Principal: Dr. Carielo
Share professional development schedule with campuses	March	Principal: Dr. Carielo
Develop plan for providing instructional support once the program begins	April	P-TECH Coordinator: Garcia
Recruit or select and hire other campus operations and support staff	May - June	P-TECH Coordinator: Garcia
Provide orientation and training for all professional development providers, including teachers and instructional staff who will lead components of campus-level trainings	May	P-TECH Coordinator: Garcia
Deliver materials necessary for professional development to training sites, including curriculum, lesson plans, program policies or handbooks, etc.	May	P-TECH Coordinator: Garcia
Conduct professional development on curriculum for P-TECH teachers	May	P-TECH Coordinator: Garcia
Hold campus-level orientation for all staff (academic and enrichment) to review and discuss site logistics, culture and climate, behavior system, and operating procedures	June	P-TECH Coordinator: Garcia