



Edison HS / P-TECH School of Business  
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## 2023-2024 Mentor/Induction Program Plans

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



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



Manage the process for confirming staff for these positions.	April	Principal
Plan professional development	November - April	P-TECH Coordinator
Confirm location and professional development logistics, including materials and technology needs	March	Principal
Share professional development schedule with campuses	March	Principal
Develop plan for providing instructional support once the program begins	April	P-TECH Coordinator
Recruit or select and hire other campus operations and support staff	May - June	P-TECH Coordinator



<p>Provide orientation and training for all professional development providers, including teachers and instructional staff who will lead components of campus-level trainings</p>	<p>May</p>	<p>P-TECH Coordinator</p>
<p>Deliver materials necessary for professional development to training sites, including curriculum, lesson plans, program policies or handbooks, etc.</p>	<p>May</p>	<p>P-TECH Coordinator</p>
<p>Conduct professional development on curriculum for P-TECH teachers</p>	<p>May</p>	<p>P-TECH Coordinator</p>
<p>Hold campus-level orientation for all staff (academic and enrichment) to review and discuss site logistics, culture and climate, behavior system, and operating procedures</p>	<p>June</p>	<p>P-TECH Coordinator</p>