

# Monthly Leadership Action Plan to Support Uncertified Teachers

To ensure continued support for your uncertified teachers, use the following monthly checklist to lead or delegate key actions.

## July/ August

### MONTHLY FOCUS- ORIENTATION & RESOURCES

- Conduct orientation for new teachers, including classroom management and campus discipline matrix training.
- Assign mentors and schedule quarterly check-ins for mentors and the leadership team to provide ongoing support to mentors.
- Provide mentors with monthly or quarterly “to do” items to ensure consistency and high-quality support to mentees.
- Provide an overview of curriculum expectations and resources.
- Create a plan for the uncertified/ novice teacher cohort with a lead mentor to introduce ongoing learning and provide a network of support.
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## September

### MONTHLY FOCUS- CLASSROOM MANAGEMENT & ROUTINES

- First formal mentor-mentee meeting- establish norms and discuss strengths and goals for the year.
- Conduct classroom observation and provide feedback. Follow up communication with the mentor for aligned and consistent support.
- 1<sup>st</sup> Monthly uncertified/ novice teacher cohort meeting- set norms, celebrate wins, and collaborate on challenges (focus on classroom management).
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**October****MONTHLY FOCUS- COLLABORATION & PLANNING**

- Ensure collaborative planning sessions with the department, grade-level team, or mentor to support uncertified teachers with curriculum and resources.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on classroom management criteria discussed in September).
- Monthly uncertified/ novice teacher cohort meeting- celebrate wins and collaborate on challenges (focus on planning, team collaboration, family communication).
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**November****MONTHLY FOCUS- REVIEWING & RESPONDING TO DATA**

- Organize peer-led teaching workshops, peer-observations or peer environmental walks.
- Quarterly Mentor/ Leadership Team Check-In: Gather feedback on the initial months, celebrate wins, and plan for continued support strategies.
- Ensure collaborative planning sessions with the department, grade-level team, or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on planning for instruction criteria discussed in October)
- Monthly uncertified/ novice teacher cohort meeting—celebrate wins and collaborate on challenges. New Learning: Focus on reviewing student data, preparing for differentiation, and scaffolding for student needs.
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**December****MONTHLY FOCUS- REFLECTION & GOAL SETTING**

- Celebrate progress and acknowledge teachers' contributions.
- Provide mid-year evaluations and goal-setting discussions.
- Ensure collaborative planning sessions with the department, grade-level team, or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on differentiation and scaffolding practices discussed in November).
- Monthly uncertified/ novice teacher cohort meeting—celebrate wins and collaborate on challenges. New Learning: Focus on leveraging student goal setting.
- If applicable: Develop a plan and provide additional support for teachers needing further development.
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**January****MONTHLY FOCUS: REFRESHER ON CLASSROOM MANAGEMENT & ROUTINES**

- Quarterly Mentor/ Leadership Team Check-In: Gather feedback on uncertified teachers' progress, celebrate wins, and plan for continued support strategies.
- Ensure collaborative planning sessions with the department, grade-level team, or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on student goal-setting strategies discussed in December)
- Monthly uncertified/ novice teacher cohort meeting- celebrate wins and collaborate on challenges. New Learning: Building upon current classroom routines to allow for more student ownership and leadership.
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**February****MONTHLY FOCUS: DEEPENING QUESTIONING & STUDENT DISCUSSION**

- Organize peer-led teaching workshops, peer-observations or peer environmental walks.
- Ensure collaborative planning sessions with department, grade level team or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge and problem solve.
- Conduct classroom observation and provide feedback (focus on student-led classroom routines discussed in January).
- Monthly uncertified/ novice teacher cohort meeting- celebrate wins, collaborate on challenges. New Learning: Asking better questions to deepen learning/ student discussion protocols.
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**March****MONTHLY FOCUS: FORMATIVE ASSESSMENT TO TRACK STUDENT LEARNING**

- Quarterly Mentor/ Leadership Team Check-In: Gather feedback on uncertified teachers' progress, celebrate wins, and plan for continued support strategies.
- Ensure collaborative planning sessions with the department, grade-level team, or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on questioning and student discussion strategies discussed in February).
- Monthly uncertified/ novice teacher cohort meeting- celebrate wins and collaborate on challenges. New Learning: Asking better questions to deepen learning/ student discussion protocols.
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## **April**

### **MONTHLY FOCUS- REVIEWING & RESPONDING TO FORMATIVE DATA**

- Ensure collaborative planning sessions with the department, grade-level team, or mentor.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on formative assessment and student data tracking strategies discussed in March).
- Monthly uncertified/ novice teacher cohort meeting—celebrate wins and collaborate on challenges. New Learning: In-the-moment decisions for monitoring and adjusting instruction—strategies to reinforce or extend learning.
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## **May**

### **MONTHLY FOCUS- CELEBRATE SUCCESS & PROFESSIONAL GOAL SETTING**

- Gather input from uncertified teachers, novice teachers, and mentors for improvements in next year’s support plan.
- Celebrate teacher successes with a recognition event.
- Conduct final evaluations and determine professional goals for the next year.
- Monthly mentor-mentee meeting- discuss one success, identify one challenge, and problem-solve.
- Conduct classroom observation and provide feedback (focus on monitoring and adjusting strategies discussed in April).
- Monthly uncertified/ novice teacher cohort meeting: Celebrate wins and collaborate on challenges. New Learning: Find professional development opportunities to support your professional goals.
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**June****MONTHLY FOCUS- PLANNING FOR NEXT YEAR**

- Review the mentorship program's effectiveness. Determine successes and next steps to improve the Uncertified/Novice teacher support program for next year.
- Provide summer learning resources for teachers.
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