



New Haven Public Schools 2021-2022

TEAM Timeline www.ctteam.org

Module Order: Year 1 = # 1, 3 & 5; Yr. 2 = # 2, 4 any order

All Beginning Teachers must complete their modules by the FINAL dates.

The dates are just guidelines, except for the FINAL due dates.

October 15, 2021 (or ASAP if hired after 8/25/21) and January 21, 2022 for the second Module

1. Beginning Teachers (BTs) hold meetings with your mentor and both must register at www.ctteam.org and review the TEAM Module Process.
2. BTs complete your **CCT Profile**, choose the indicator you want to work on and discuss it with your mentor.
3. BTs enter your **Professional Growth Goal**

October 15, 2021 (or ASAP if hired after 8/25/21) and January 28, 2022 for second Module:

1. BTs enter your **Initial Summary, proposed meeting dates, and anticipated timeline** for module completion (8-10 weeks based on this district TEAM Timeline) in your CTTEAM account.
2. Brainstorm learning activities with your mentor and resources you'll need to reach your goal.
3. Add **4-6 learning activities** and **resources** you've chosen to the PGAP.
4. Review **PGAP** form with your mentor and **submit it through the TEAM Portal**.

October 25, 2021 and **February 11, 2022** ALL PGAP'S must be submitted ONLINE at www.ctteam.org. These dates are the latest submission dates allowed. Continue implementing your module learning activities even if your PGAP has not yet been approved by your principal.

December 3, 2021 and **April 1, 2022:**

This should be your 9th or 10th week of the TEAM module process. Meet with your mentor to discuss the NEW LEARNING you've experienced, how that has affected your students, and if you are ready to begin the first draft of your reflection paper or if you feel you need another week to complete the process.

December 10, 2021 and **April 8, 2022:**

Share the first draft of your reflection paper with your mentor and meet to discuss his/her feedback and how best you can implement it.

December 17, 2021 and **April 29, 2022:**

The second (and third+) draft of your reflection paper should be edited with emailed feedback from your mentor. **It is highly recommended that you submit your paper BEFORE 1/5/22 and 5/5/22.**

FINAL DUE DATES: 6:00 p.m. January 5, 2022 and May 5, 2022:

Please try and **submit earlier** than the dates as these are the final dates. If there is a reason you are unable to submit on time, you must complete a "Special Circumstances" form and submit it to the TEAM Coordinating Committee for approval. This must be done at the earliest possible moment you are aware of the problem and not a couple of days before the deadline. Forms are available at www.nhps.net and on SchoolNet.

If your paper is unsuccessful, you must revise and resubmit it within 2 weeks.