

Directions For Cycle One: New School Psychologist

Documentation Checklist One

Activity	Actions	Approximate Time
Finding the Focus	Meeting One:	30 minutes
	What is Expected document Review the guiding questions for this domain Mentor will observe you for one work sample/meeting (Observation One)	30 minutes
Reviewing and Selecting the Focus and Steps	Meeting Two: <ul style="list-style-type: none"> • Review the evidence from the first observation • Complete Discussion Log One together – the mentor does the writing on all discussion logs • Set up time to observe an experienced school psychologist • Review what you must do in your area of focus for the discussion with another school psychologist • After two to four weeks of implementing your plan, identify a date for your mentor to observe the area of focus (Observation Two) 	30 minutes 30 minutes 30 minutes
Pulling It All Together	Meeting Three: <ul style="list-style-type: none"> • Review the evidence collected in the observation of your area of focus. Complete Discussion Log Two. • Consider the information on your profile to determine if there are students who may need services and/or resources. • Review the levels of performance on the continuum of professional practice. Your mentor will explain how you will highlight the documents. You will use the evidence of practice collected to set goals for future professional development. • Determine what your next steps will be using the box on the levels of performance sheet. 	60 minutes
Parent Conference Workshop	Some time during the first cycle you will begin establishing your communication with families. To assist you with this, you will attend a workshop designed to consider what should take place during conferences and review the types of communications. You will need to prepare for the workshop by completing forms for two students to bring with you.	30 minutes