

Teacher Pacing Chart

First Marking Period (September 6 – November 14)

First Collection Period (September 6 - December 7)

 Prior to the Start of the School Year:

In order to be better prepared for the school year, you may want to review some of the following:

Creative Curriculum for Preschool, Vol. 1, Chapter 2: “The Learning Environment,” pages 55-94.

“Beginning the Year” Teaching Guide, pages 2-10.

The recommended My Teaching Strategies Assessment Pacing Chart.

Unit 1 of the *Second Step Curriculum*.

Review this entire document including the notes at the end and plan accordingly.

 September 4: All staff is to report to work. September 4 - September 10: Update Class Lists and Input New Students into My Teaching Strategies. Be sure all birthdates are correct. Be sure to complete the Home Language Survey for all children, input Student ID numbers as well as update the “Age or Class/Grade” for every child; Indicate if a student has an IEP. Note: All student demographic information MUST be completed in My Teaching Strategies as soon as the information is made available. September 4 - September 28: All teachers must complete the *My Teaching Strategies Introduction to My Teaching Strategies* (online training) (If not already completed) September 4 - April 30: All teachers must complete the My Teaching Strategies Professional Development on *Objectives for Development and Learning* (online training). (If not already completed) September 4 - December 20: All teachers must complete the *Interrater Reliability certification* process must complete all domains. PTP teachers in the 2018-2019 school year must complete the process by May 2, 2019. (If not already completed) September 4 - September 25: Submit signed packing slip or Ed Data print out to EPS to verify receipt of classroom materials. Send a confirmation email to Brenda Mitchell (bsmitchell@camden.k12.nj.us). (In-district only) September 6: All students report to their assigned school.**September** September 3: School Closed-District Holiday/ Labor Day September 4: *First Day of School (for staff)*

Lesson Plans should reflect the use of the “Beginning the Year” Teaching Guide. Students should have access to all Interest Areas with *limited* materials in each area. Basic routines should begin on Day 1 to allow children to learn the routines. The Second Step Curriculum should also be incorporated into classroom practices and lesson plans starting the first week of school.

 September 4 -5: Professional Learning Day for Teachers and Paraprofessionals September 10: Begin entering My Teaching Strategies documentation and assigning preliminary levels. September 12: Update class list in My Teaching Strategies for EPS/PIRT review. September 14: All student information forms should be collected (i.e. allergy, emergency contact, etc.) September 17: Schedule tentative Professional Learning Community Meetings (PLCs) for the school year (at least semi-monthly). **September 17: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).** September 21: Classroom schedules due to Ed. Specialists by email September 24: PLCs should begin at all sites. The first PLC would be a good time to discuss the teacher handbook and assessment pacing chart. PLCs should continue at least semi-monthly through June. September 24: Begin inputting SGO preliminary data. Refer to EC SGO guidance (In-district and PTP teachers only).

- September 25: Submit signed packing slip or Ed Data print out to EPS to verify receipt of classroom materials. Send a confirmation email to Brenda Mitchell (bsmitchell@camden.k12.nj.us)
- September 26: Back-to-School Night (In-District)
- September 28: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).**
- September 28: All teachers must complete *My Teaching Strategies* online training *Introduction to My Teaching Strategies* (online training)
- September 28: Social Workers will retrieve the completed Parent Surveys

October

- October 1: TPOT cycle will begin with PIRT.
- October 1 – February 15: Educational Program Specialists will administer Structured Classroom Observation Tools (ECERS-3)
- October 6: Distribute Parent letters for ESI-R and collect parent/guardian signatures
- October 10: Behavior and Social RFAs can be submitted to PIRT
- October 12: Office of Early Childhood Check-in-My Teaching Strategies (see check-in protocol)**
- October 15: *SGOs and spreadsheet due to EPS via email (In-district & PTP teachers only)*
- October 15: Start administering the *ESI-R* assessment.
- October 19: Professional Learning Day for Teachers and Paraprofessionals.
- October 24: Preschool Night
- October 25: Jumpstart Read for the Record
- October 26: ESI-R scores should be inputted into MTS for review. Complete RFA for all children who score refer/monitor.
- October 30: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- October 30: Academic/motor/speech & language RFAs can now be submitted to PIRT.
- October 30: *Submit final SGO and spreadsheet to your school leaders and SGOs MUST be uploaded to TeachBoost. (In-district only & PTP teachers)*

Second Marking Period (November 15 – January 30)
Second Collection Period (December 10- March 11)

November

- November 6: School Closed – Election Day
- November 8-9 School Closed – NJEA Conference
- November 12: School Closed –District Holiday Veteran’s Day
- November 14: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).**
- November 14: End of First Marking Period.
- November 15-20: Recommended period to complete the MTS Report Card for the First Marking Period.
- November 22 – 23: School Closed – Thanksgiving Day/Recess
- November 26: Parent Conferences (Elementary and Family Schools)
- November 27: Professional Development (90 minute session). *(In-district only)*
- November 28-December 3: Recommended timeframe to collect any missing data for My Teaching Strategies.
- November 30: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).**

December

- December 3: Administer ESI-R rescreens
- December 7: 1st CHECKPOINT COLLECTION SHOULD BE FINALIZED**
- December 10: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- December 10: Input ESI-R rescreens into MTS
- December 11: Submit signed packing slip or Ed Data print out to EPS to verify receipt of classroom materials.
- December 19: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).**
- December 20: All teachers, EPS, and PIRT complete the IRR certification on MTS.
- December 24 - January 1: School Closed – Winter Recess

January

- January 4: Contact EPS/PIRT if classroom orders have not been received.
- January 7: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- January 21: School Closed – Martin Luther King, Jr.’s Birthday
- January 22-January 30: Recommended period to complete the MTS Report Card for Second Marking Period.
- January 28: Office of Early Childhood Check-in- My Teaching Strategies (see check – in protocol).**
- January 30: End of Second Marking Period.

Third Marking Period (January 31 – April 8)
 Third Collection Period (March 12 – June 12)

February

- February 1: Professional Learning Day for Teachers and Paraprofessionals.
- February 1: Camden Enrollment Opens
- February 4: Office Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- February 4: Input SGO data from excel spreadsheet. Refer to EC SGO guidance. (In-district and PTP teachers only)
- February 15: Mid-year SGO and spreadsheet revisions MUST be completed (In-district and PTP teachers only)
- February 18: School Closed – President’s Day
- February 20: Office Early Childhood Check-in-My Teaching Strategies (see check-in protocol).**

March

- March 6-10: Recommended timeframe to collect any missing data for MTS & finalize 2nd My Teaching Strategies checkpoint.
- March 11: 2nd CHECKPOINT COLLECTION SHOULD BE FINALIZED**
- March 12: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- March 22: Professional Learning Day for Teachers and Paraprofessionals.
- March 25: Office Early Childhood Check-in- My Teaching Strategies (see check-in protocol)**

Fourth Marking Period (April 9- June 19)


April

- April 4-7: Recommended period to complete the MTS Report Card for 3rd Marking Period.
- April 8: End of Third Marking Period.
- April 9: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**
- April 15: Parent Conferences (Elementary and Family Schools)
- April 16: Professional Development Day 90 Minute session (*In-district only*)
- April 19 –April 26: In-district schools closed – Spring Recess
- April 30: My Teaching Strategies Professional Development on *Objectives for Development and Learning* (online training) must be completed.
- April 30: SGO excel spreadsheets (run with un-finalized Snapshot Report) are due to be completed and submitted to school leadership.
- April 30: Office of Early Childhood Check-in- My Teaching Strategies (see check-in protocol).**

May

- May 2: Teachers are to submit their certificate showing that they are *Reliable in MTS*. If you are unable to submit your certificate you must have a plan of action on your PDP for completion.
- May 10: Office Early Childhood Monthly Check-in (see check-in protocol).**
- May 10: Final day to submit any Requests for Assistance (RFAs) to PIRT.
- May 13 Requisitions for the 2019-2020 school year are to be submitted to Educational Program Specialists. Please refer to EC ordering guidance for due dates. (In-district only)
- May 23: Family Conference and Fun Day.
- May 27: School Closed – Memorial Day

June

- June 3: Begin using the study “Getting Ready for Kindergarten” for students who will be moving up to kindergarten during small group.
- June 3-7: Recommended timeframe to collect any missing data for My Teaching Strategies & finalize 3rd MTS checkpoint
- June 7: Final SGO and spreadsheet submitted to *TeachBoost* (In-district and PTP teachers only).
- June 12: 3rd CHECKPOINT PERIOD SHOULD BE FINALIZED**
- June 14: Office of Early Childhood Check-in-My Teaching Strategies (see check-in protocol).**
- June 17: A copy of each student’s Fourth Marking Period MTS Report Card should be placed in their cumulative folders
- June 18: End of Fourth Marking Period. Fourth Marking Period checkpoints should be finalized ( Final) and MTS Report Card should be completed and submitted to your administrator for review by this date
- June 19: *Tentative* Last Day of School.

Notes about this Pacing Chart:

DAILY: Collect Student Assessment Data for at least 3 children; Input *all* data and assess the children's preliminary levels (■). With approximately 40 working days in each marking period, teachers should have at least 120 observations input by the end of each marking period when inputting at least 3 observations per day. NOTE: This is the minimum number of observations that should be input but you will need more than this in order to accurately assess your students on all objective/dimensions.

Weekly: Utilize student assessment data from Teaching Strategies GOLD and *The Creative Curriculum Teaching Guides* to plan for differentiated instruction.

Data Accountability:

- Check that all child demographic information in GOLD is accurately input:
 - Home language Survey should be completed on all students
 - IEP status
 - Student ID number
 - Class level (children born between 10/2/2013 and 10/1/2014 should be in the blue band; children born between 10/2/2014 and 10/1/2015+ should be in the green band)
 - All other demographic information (race/ethnicity, home language, data of birth, funding sources, free/reduced lunch status)
- Review the "Class Profile Report" and utilize preliminary student assessment data for lesson planning.
- Review the "Documentation by Objective/Dimension" report and the GOLD Pacing chart to plan for continued assessment.
- Email your PIRT Specialist and Educational Program Specialist with any updates to your class list.
- For any students with an IEP: Conference with related service providers (such as Resource Teachers, Speech Therapists, Occupational Therapists, Physical Therapists, Case Manager, etc.) to plan for continued ongoing collaboration, set goals and discuss student progress.

Changes in enrollment (new students/students leaving the program): All information in Teaching Strategies GOLD must be updated and notify your assigned PIRT Specialist and Educational Program Specialists of any changes to enrollment at any time throughout the year. Students who leave should be "archived" in GOLD rather than deleted.

Note: Any staff members who have difficulty meeting specific dates should speak with her/his Educational Program Specialist or PIRT Specialist prior to the date to discuss the situation.

Check-in Protocol: The Office of Early Childhood check-ins, as indicated on the teacher's pacing chart, is to ensure the curriculum and assessment are implemented with fidelity and as an additional accountability measure by the department. Check-ins typical result in additional feedback or conversations from EPS, PIRT and or Supervisors from the Office of Early Childhood. Feedback may focus on lesson planning, modifications, developmentally appropriate practices, quality observations and documentation, appropriate leveling, accurate data, etc. Additional support and resources will be provided according to individual teacher's needs.