

# CTX Teacher Residency & Yearlong Clinical Teaching 2024-2025 Checklist

| <b>Timeline and TEA Documentation Needed for Certification</b>  | <b>Due</b>  |
|---|---|
| <b>Training: August 9, 2023</b>   | <b>Official Start: 1st day in classroom 8/20 (AISD)</b> |
| <input type="checkbox"/> <b>Coaching</b> Observation #1 from <b>Supervisor (window 8/20-9/13)</b><br><input type="checkbox"/> <b>Coaching</b> Observation #1 from <b>Host Teacher (window 8/20-9/13)</b>                          | <b>9/13/24</b>  |
| <input type="checkbox"/> <b>Coaching</b> Observation #2 from <b>Supervisor (window 9/16-10/4)</b>   | <b>10/4/24</b>  |
| <input type="checkbox"/> <b>Formal</b> Observation #1 from <b>Supervisor (window 10/7-11/1)</b>   | <b>11/1/24</b>  |
| <input type="checkbox"/> <b>Coaching</b> Observation #3 from <b>Supervisor (window 11/4-11/15)</b><br><input type="checkbox"/> <b>Coaching</b> Observation #2 from <b>Host Teacher (window 11/4-11/15)</b>                        | <b>11/ 15/25</b>  |
| <input type="checkbox"/> <b>Coaching</b> Observation #4 from <b>Supervisor (window 11/18-12/6)</b>  | <b>12/6/24</b>  |
| <input type="checkbox"/> <b>Formal</b> Observation #2 from <b>Supervisor (window 12/9-12/20)</b>  | <b>12/20</b>  |
| <input type="checkbox"/> Semester 1 Summary/Recommendation from <b>Supervisor</b><br><input type="checkbox"/> Semester 1 Summary/Recommendation from <b>Host/Cooperating Teacher</b>  | <b>12/20/24</b>   |
| <input type="checkbox"/> <b>Coaching</b> Observation #5 from <b>Supervisor (window 1/6 &amp; 1/17)</b>  | <b>1/17/25</b>  |
| <input type="checkbox"/> <b>Coaching</b> Observation #6 from <b>Supervisor (window 1/21-1/31)</b><br><input type="checkbox"/> Coaching Observation #3 from <b>Host/Cooperating Teacher (window 1/6– 1/31)</b>                     | <b>1/31/25</b>  |
| <input type="checkbox"/> Formal Observation #3 from <b>Supervisor (window 2/10-2/28)</b>  | <b>2/28/25</b>  |
| <input type="checkbox"/> Coaching Observation #7 from <b>Supervisor (window 3/3 – 3/21)</b>   | <b>3/21</b>   |
| <input type="checkbox"/> Coaching Observation #8 from <b>Supervisor (window 3/24 – 4/4)</b><br><input type="checkbox"/> Coaching Observation #4 from <b>Host/Cooperating Teacher (window 3/3-4/4)</b><br><input type="checkbox"/> | <b>4/4/25</b>   |
| <input type="checkbox"/> All Reflections from practicum class <u>in one PDF document</u>  | <b>4/21/25</b>  |
| <input type="checkbox"/> Formal Observation #4 from <b>Supervisor (window 4/7-5/9)</b><br><input type="checkbox"/> Reflections with Coaching Comments from Supervisor Due   | <b>5/9/25</b>   |
| <input type="checkbox"/> Final Recommendation from <b>Supervisor</b><br><input type="checkbox"/> Final Recommendation from <b>Host/Cooperating Teacher</b><br><input type="checkbox"/> Signed Residency Log Verification Form     | <b>5/30/25 (last student day)</b>                       |

**Weekly Meetings:**

Clinical teachers and residency students meet together once a week in the late afternoon/evening starting with the first day of CTX semester. The meeting time and day are in BB, but may be adjusted with the class approval.

**Reflections:**

Clinical teachers and residency students who are also taking practicum II classes will complete reflections connected to their coursework throughout the semester and submit them all as one document at the end of the CTX semester. Clinical teachers and residency students will also complete weekly reflections for the clinical teaching/residency class which are due every Friday by 6:00 pm. These reflections are interactive between the student and their supervisor who will provide feedback and coaching comments each week.

**Required Days:**

Your placement follows the calendar for the school/district in which you have been placed according to the contract signed. You must log a minimum of hours in the class you were placed into. The remaining days are at the discretion of your campus administrator and cooperating teacher.

**Observations:**

Formal observations for all clinical teachers and residency students must follow the POP cycle (pre-conference, 45-minute in person observation, and synchronous post conference)

Informal Observations for residency students will be in-person. Informal Observations for clinical teachers may be remote.