

## ACTIVITY SHEET A

**EDUCATOR QUALITY AND EFFECTIVENESS:  
INDUCTION, MENTORING, AND RETENTION**

Induction, mentoring, and retention programs for special education professionals promote excellence in service delivery, enhance student achievement, create a supportive work environment, and foster the professional and personal well-being of special education professionals.

Under this priority, Massachusetts special education approved private schools may apply Fund Code: 249 grant funds to professional development activities that support effective induction, mentoring, and retention programs. These funds are to be used to **enhance existing** induction, mentoring, and retention programs for special education professionals.

Topics for professional development opportunities under this priority may include:

- Communication and Collaboration Skills
- Communicating Effectively with Parents
- Current Research on the Disabilities Identified Under Federal and State Special Education Law
- Federal and State Special Education Legislation and Regulations
- IEP Development and Process
- Lesson Plan Design
- Management of the Classroom, Caseloads, and Time
- Mentoring
- Transition Planning

**REQUIRED PROGRAM INFORMATION - NARRATIVE COMPONENT**

Listed below are the required components in the order that they must appear in the proposal. *Each application must include information on the following items.*

**I. OVERVIEW**

- A. Provide the **publicly funded** special education student enrollment as of October 1, 2008: \_\_\_\_\_.
- B. Provide an overview of the school's current Induction/Mentoring Program.

**II. IMPLEMENTATION PLAN**

- A. Provide a detailed description of the professional development that will be offered in the special education induction, mentoring, and retention program for new special educators. Include outcomes of the topic(s) from above that you chose and the goal of each professional development activity.
- B. Describe how the induction, mentoring, and retention professional development for new special educators is related to and may expand upon existing activities in the school(s).
- C. Provide a proposed timeline for the specific induction, mentoring, and retention professional development activities. Include anticipated dates for each of the proposed activities.
- D. Identify the target audience that will be participating in the professional development.
- E. Identify the proposed individual(s) or organization(s) that will be providing induction, mentoring, and retention professional development activities and training.

**III. ALLOCATION OF FUNDS**

- A. **Stipends** Amounts Allocated: \$\_\_\_\_\_.00 (Line 1 and/or Line 2 and/or Line 3)
- B. **Contractual Services** Amounts Allocated: \$\_\_\_\_\_.00 (Line 5)
- C. **Supplies and Materials** Amounts Allocated: \$\_\_\_\_\_.00 (Line 6)
- D. **Conference or Courses** Amounts Allocated: \$\_\_\_\_\_.00 (Line 5 Other and/or Line 7)
- E. **Travel** (*maximum of 10% of total grant award for the entire grant*) Amounts Allocated: \$\_\_\_\_\_.00 (Line 7)