

# Lead Mentor & Touchstone Training

*September 14-16, 2015*

# Introduction & Norms

- Norms
- Introductions
  - Name, School/Location/Job, one quality a mentor should have
- Getting to Know You

# USOE Mentor Competencies

With your table, sort the descriptors to the correct competency.

# Mentor Online Training

<https://sites.google.com/a/jordandistrict.org/mentor-training/>

# EYE Licensing

<http://mentor.jordandistrict.org>

For specific questions,  
contact HR:

Secondary: Jill Lisonbee (801)-567-8227

Elementary: Stacy Krahenbuhl (801)567-8221

# Tools For Lead Mentors



mentor.jordandistrict.org/lead-mentors/

## Mentor Teaching Program

What's New? New Teachers Mentors **Lead Mentors** Resources Contact Us Professional Development

### Lead Mentors

Lead Mentors play a crucial role in the schools. They are instrumental in establishing and maintaining an effective program for supporting new teachers. They work closely with new educators, mentors, school administrators, and school district personnel to support new educators. Because each school provides its own unique set of opportunities, resources, and challenges, the Lead Mentor will tailor the program toward those unique circumstances. This site is meant to provide some tools and resources that might be adapted by Lead Mentors as they design and implement their own new educator support program.

### Components of a New Educator Program

#### Meetings

There are as many possibilities for meeting schedules as there are schools. So instead of attempting to provide a template, there are some questions that might be considered when building a schedule for new educator meetings.

**Who should attend the meetings?**

In some schools, provisional educators and mentors attend meetings together. In some schools, they meet separately.

**How often should meetings be held?**

# Touchstone Responsibilities

The touchstone is another person who can provide support for provisional teachers and mentors, as well as help with arrangements for assistance, such as coaching, if desired.

- Check in with the lead mentor twice a month
- Liaison, when requested, to assist in arranging for appropriate coaching

# Lead Mentor Roles

## What does the Lead Mentor do?

- Works with school administrator to ensure:
  - all provisional educators are assigned a mentor
  - mentors and provisional educators have signed the Mentor Responsibility Document
  - assigned mentors have completed JSD New Mentor Training



# Lead Mentor Roles

## What does the Lead Mentor do?

- Serves as the contact person for the Touchstone and District Mentor Specialist
  - Meet with Touchstone twice a month
  - Arrange coaching as needed with Touchstone
  - Provide documentation required by law (Mentor Responsibility form) by updating information in shared Mentoring Google Sheet. Should be updated by October 1.

# Google Sheets

Example School ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

amy.merritt@jordandistrict.org

Comments Share

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Teacher	Email Address	Grade Track	License Level	Years of Provision	PLT Test	Notes	Mentor	Email Address	Grade Track	Trained	PT	Contract
2	First Year												
3													
4													
5													
6	Second Year												
7													
8													
9													
10	Third Year												
11													
12													
13													
14	Extended Status												
15													
16													
17	Mentor in Other Schools												
18													
19	For Trained Mentor List, see Mentors sheet below												
20													
21	--Principal		--Touchstone										
22			--Lead Mentor										
23													

+ School List Mentors

# Google Sheets

Lead Mentors need to update:

- check spelling on Provisional Educator/Mentor names
- update email addresses in email field
- correct grades/tracks/prep periods for both the Provisional Educator/Mentor
- if a mentor is part time, add it to the PT column
- date that Mentor Responsibility Form was collected in Contract column



# Google Sheets

On the School Trained Mentors Sheet, the lead mentor needs to:

- update spellings of mentor names
- if a mentor is no longer in a building, PLEASE don't delete them. Let us know by typing that they are not there, where they moved, that they retired, or you don't know who or where they are.

example: John Doe (transferred to Welby)

# Lead Mentor Roles

What does the Lead Mentor do?

- The Lead Mentor will attend district Touchstone/Lead Mentor Trainings:
  - future dates:
    - Meeting 2:
      - January 12, 2016: Elementary 8:30-11:30
      - January 14, 2016: Secondary 8:00-11:00
    - Meeting 3: (8:00-11:00)
      - May 24, 2016: Herriman/West Jordan Feeders
      - May 25, 2016: Bingham, Copper Hills, Riverton Feeders

# Lead Mentor Roles

## What does the Lead Mentor do?

- Model the USOE *Competencies of a Quality Eye Mentor*
- Exhibits a deep understanding of most effective pedagogy, classroom management, and application of the Jordan School District Multi-tiered PLC Support System
- Assist in completion of timesheets for all mentors
- Read and sign Lead Mentor Responsibilities

# Lead Mentor Roles

The lead mentor stipend is:

1-8 provisional educators: \$200

9-16 provisional educators: \$250

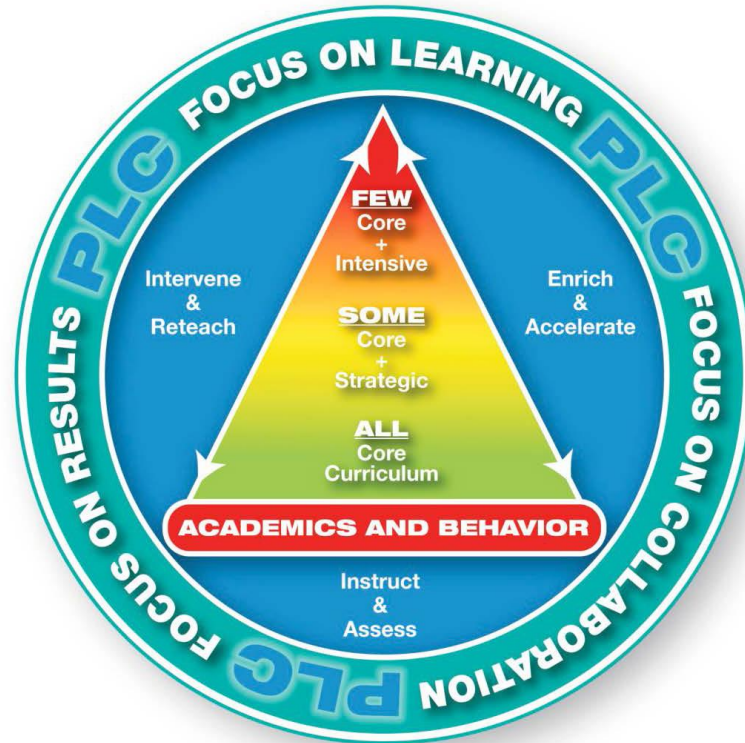
17+ provisional educators: \$300



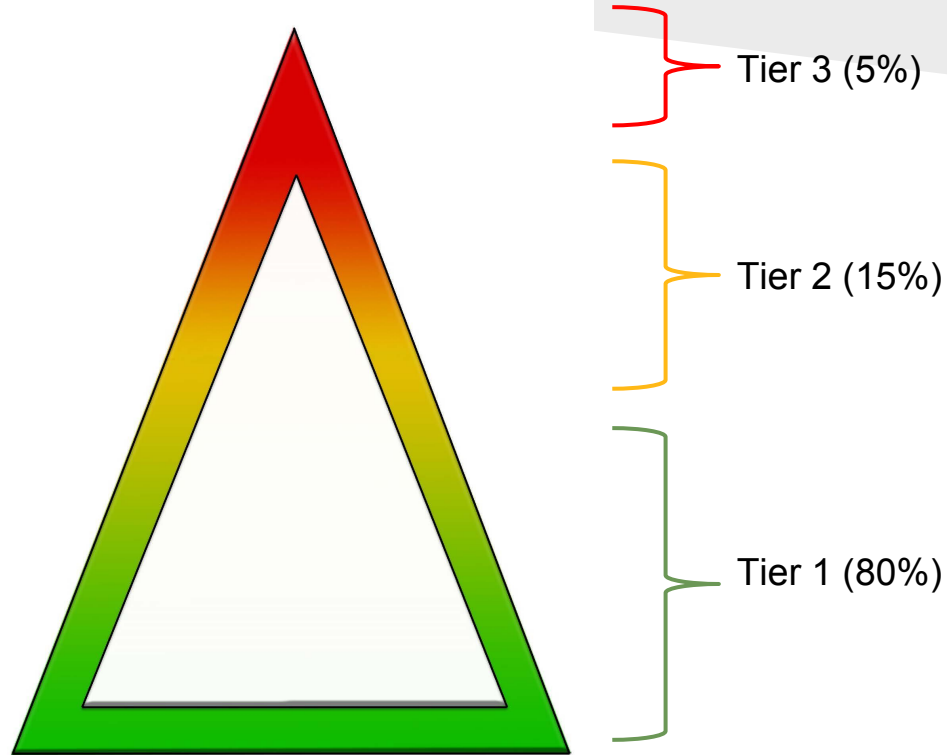
# The Three Mentoring Stances

1. Break into groups of three.
2. Each person has a different stance:  
collaborating, coaching, and consulting
3. Highlight verbs within that stance
4. Share how your stance will affect your  
relationship with new teachers

# MTSS Model



# MTSS Model



# New Teacher Phases Review

Watch [Pow Toon](#)

- Where are your teachers now?

# What Will Mentoring Look Like?

Based on your knowledge of the MTSS Model and New Teacher Phases, brainstorm with your school ideas of things you can do to support the provisional teachers in your school.

# Communication

## Coaching Conversation Stem

- Parent teacher conferences start in two weeks and I'm already scared to death.
- Nothing works with these kids. Putting their names on the board just doesn't work; some kids have 10 tallies by the end of the day.
- Things are going just great.

# Observations

- What are some things you should readily see in a classroom that indicates students are learning?
  - a. We will compile these and make the list available on our website.

# Observations

## Watch Teaching Channel Video

a. Effect then Cause

What are the students learning?

What did the teacher do to cause the learning?

b. As a group brainstorm ways to arrange observations in your school - Remember Provisional Teacher will need someone to accompany them



# Key Points

- Lead Mentor/Touchstone Roles
- Complete Google Sheet by October 1
- Support new teachers in Tier 1 setting
- Communicate with new teachers/mentors
- Value of observations

# Take Away and Needs

**TAKE AWAY** - Write a few of the most meaningful things that you learned today

**NEEDS** - What questions do you have, what would you like to learn more about, or what can we help you with