



# Making Mentor Observations Work

(2/7/23- Lead Mentor Training Meeting)

1. Who in your building might be able to help watch a class so a Mentor can observe his/her Provisional Teacher?
  - a. Are there days when a Walk to Read Aid or group of Aids don't have Walk to Read or Walk to Math, but are still on campus? If so, could they cover a class for 20 minutes while a Mentor slips out to do an observation?
  - b. Is there a teacher specialist who could help out? For example, could a BTS Specialist without Rotations the first few weeks of school be used to help cover classes so that the Mentors can observe the Provisional Teachers? The Teacher Specialist can still teach his/her art form, but just to the classes involved with the observations.
2. If you have a Mentor and a Provisional Teacher that are on different grades, would it be possible to have the Mentor Teacher observe during his/her Rotation time?
3. Some schools provide a substitute teacher for IEP day where teachers leave their classrooms during the day for an IEP while a floating substitute moves from classroom to classroom. Could this same model be applied to Mentor Observations?
4. Does your school have Induction Coaching Money that could provide for substitutes for a more formal observation with the Lead Mentor, Provisional Teacher, and Mentor Teacher?

## Examples:

### 2020/2021- Mentor/Provisional Induction Coaching Sign-up

**(Stipend Amount for each mentor and provisional teacher = \$100)**

**The sub code is 5678**

Provisional Teacher: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

**Set a PEERS Goal with your Mentor after the Observation:** (powerful, easy to implement, emotionally compelling, reachable, student-focused)

1. What Instructional or Management Area do I want to focus on?
  
2. What will be the specific focus of the observation of the Mentor?
  
3. What will be the specific focus of the observation of the Provisional Teacher?
  
4. Complete after the half day sub-
  - a. What was learned?
  - b. Set a PEERS goal(s)
  - c. Plan for implementing new strategies
  - d. Final Reflection on the Process submitted by Mentor and Provisional Teacher

Dear

You are signed up for a Coaching Session on \_\_\_\_\_.

We will begin your session at \_\_\_\_\_ in the

Conference Room. After we meet, we will figure out lunch breaks and the

schedule for the day. Please remember to put in your sub plans that you

will be coming in to teach a 20-30 minute lesson with your class. You will

need to bring your laptop and something to write with.

I look forward to working with you! Please let me know if you have any questions.

Sincerely,

Jodi Howell

## Mentor/Provisional Teacher Induction Coaching Schedule

### REMINDER:

**When Creating Your Absence in Skyward-** It is an EXCUSED ABSENCE and in the notes you will put, "Mentor/Mentee Observation paid by 5678." The absence is only for a half day. Patti is putting the subs in on Frontline so you **ONLY** need to put it in on Skyward.

Wednesday, August 31

AM Session-

Thursday, September 1:

AM Session -

PM Session-

Tuesday, September 6:

AM Session-

PM Session-

Wednesday, September 7:

AM Session-

PM Session-

Thursday, September 8:

AM Session-

PM Session-

## January Mentor Observations Schedule

Hello Mentors! Here is the schedule for observing your mentees in January. During this time, I will come to your classroom and continue on with whatever you are currently teaching your students while you observe your mentee. This is informal and meant to be a springboard for discussion during your weekly meetings. If the mentee wants you to watch a specific topic, student, or procedure that is fine too. Thanks!

**\*\*\*\*\*PLEASE ADD THE DATE OF YOUR OBSERVATION AND A FEW NOTES OF WHAT YOU OBSERVED IN THE TRACKER AFTER YOU DO THE OBSERVATION\*\*\*\*\***

### January 18:

10:15-10:25 (1st)

10:30 - 10:50 (1st)

2:30-2:50 (K)

### January 19:

10:10-10:30 (6th)

10:55-11:15 (6th)

1:20-1:40 (4th)

2:30-2:50 (3rd)

<u>Fri, Dec 3</u>	<u>Fri, Dec 10</u>	<u>Mon, Dec 13</u>	<u>Tues, Dec 14</u>	<u>Wed., Dec 15</u>
9:15-9:45	9:15-9:45	9:15-9:45	9:15-9:45	9:15-9:45
10:45-11:15		9:55-10:25	9:55-10:25	9:55-10:25
12:30-1:00	11:25-11:55	10:35-11:05	10:35-11:05	10:35-11:05
		11:15-11:45	11:15-11:45	11:15-11:45
		12:30-1:00	12:30-1:00	12:30-1:00

Dear Mentors,  
Thank you so much for signing up for a time to observe your Provisional Teachers. Remember, this is ***not evaluative***- you are just going in to get a feel for how things are going in their classroom so that you can have more effective discussions during your weekly meetings. Please bring your class to drama at the assigned time, and then go and observe your Provisional Teacher. Thanks for all you do to help our new teachers feel successful!

Sincerely,  
Jodi Howell