

Year 2 Coaching and Mentoring Expectations

BEGINNING TEACHER STAGE – YEAR 2

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DESCRIPTION

Year 2

Second-year teachers will participate in:

1. professional growth activities and instructional coaching from an **Instructional Coordinator**, as well as,
2. observations of and by a **mentor** who must be working at the Master Teacher Stage (Level 3 or above) in the Career Ladder Program.

Y2 participants will receive \$500 (dependent upon legislative funding) in May as compensation for the time spent completing their responsibilities.

TIME LINE FOR PARTICIPATION: YEAR 2

Thursday, Aug. 29, 2013 – Attend the mandatory meeting for Year 2

Friday, Sept. 20, 2013 – Final date for selecting a mentor from Levels 3-7

Wednesday, Feb 26th, 2014 – Final date for submitting Observation by a Mentor and Observation of a Mentor forms to your I.C.

Other Responsibilities and Commitments

- 3 **Instructional Coordinator (I.C.) observations, two with pre-conferences, and all with post-conferences:** one first quarter, one second quarter, and one second semester
- 1 ****Observation of a mentor** with pre- and post-conferences
- 1 ****Observation by a mentor** with pre- and post-conferences

2013-2014
YEAR 2: CHECKLIST
(To be completed by I.C.)

Name: _____

School: _____

(✓)

____ 1. Mentor's Name: _____

____ 2. Instructional Coordinator Observations

Fall dates

1st quarter pre _____ obs _____ post _____

2nd quarter pre _____ obs _____ post _____

Spring dates

obs _____ post _____

____ 3. Observation by Mentor:

Dates: pre _____ obs _____ post _____

____ 4. Observation of Mentor:

Dates: pre _____ obs _____ post _____

Signature Verifying Completion:

Instructional Coordinator

*1 copy to be given to the participant
1 copy to be sent Bev Waters.*

2013-2014
YEAR 2: I.C. PRE-CONFERENCE (2)

Name: _____ Date of pre-conference: _____

School: _____ Date of observation: _____

Subject: _____ Date of post-conference: _____

(Section 1 is to be completed by the participant prior to the pre-conference.)

SECTION 1

Instructional objective: _____

Lesson purpose: _____

Student Learning

Teacher Strategies

Student Behavior

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Section 2 is to be completed by the participant during the pre-conference with the I.C.)

SECTION 2

Notes: _____

I.C.'s signature: _____

*1 copy to be kept by the participant
1 copy to be given to the I.C.*

2013-2014
YEAR 2: I.C. ANNOUNCED OBSERVATION (3)

Name: _____ Date of observation: _____

School: _____ Date of post-conference: _____

(Section 1 is to be completed by participant prior to the post-conference.)

SECTION 1

Instructional objective: _____

Self-analysis: _____

(Section 2 is to be completed by participant and I.C. during the post-conference.)

SECTION 2

Goals and refinements: _____

I.C.'s signature: _____

*1 copy to be kept by the participant
1 copy to be given to the I.C.*

2013-2014
YEAR 2: OBSERVATION OF A MENTOR (1)
(Participant observes mentor)

Name: _____ Date of pre-conference: _____

School: _____ Date of observation: _____

Subject: _____ Date of post-conference: _____

(To be completed by participant)

Instructional objective: _____

What did you learn and how can you apply it to your teaching situation?

1. _____

2. _____

3. _____

Mentor's signature: _____

*1 copy to be kept by the participant
1 copy to be given to the mentor (as Professional Growth verification)
1 copy to be given to the I.C.*