

## Mentoring and Induction Program

310 4th Street S.W., Farley Iowa 52046

### Mentoring Observation Expectations

#### Purpose:

- 1 – Increase teaching practices and improve instruction through non-evaluative feedback.
- 2- Increase teaching practices and improve instruction of novice teachers through seeing and reflecting on what experienced teachers differently.
- 3- Become more comfortable with observations, reflections, documentation, and addressing standards for the formal evaluation process.

#### New Teachers:

##### Number of Observations:

- Seven half-day observations
  - 4 times with new teacher leaving their classroom to observing model teachers or other approved teachers.
  - 3 times model teacher observes new teacher

##### Documentation:

- 4 times new teacher observes others
  - Observation Form
- 3 times that model teacher observes new teacher:
  - New Teacher - Pre and Post Observation form
  - Mentors – two required forms for each observation
    - Observation Form
    - 20-minute High-Impact Observation Form for observations
- Record-Keeping
  - Keep a paper or electronic record of all observations dates, forms, and debriefings
    - Documents will be reviewed at the end of the year for state records and for effectiveness of M&I Program.

##### Debriefings:

- Goal of debriefing time is to discuss what was observed/not observed, reflect on all aspects of the observation, and set goals and plans to make improvements based on the observations. Essentially, make the observations a quality use of time by using the feedback and what was learned towards improvement.
- Can occur during previously determined “office hours” or other predetermined time outside contract hours.
- Approximate time allocated for this was one hour each, however, take the time that makes sense to the observation
- Debriefings must occur with all seven of the observations
- Strive for after observation debriefings to occur within same week of observation

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### **Substitutes:**

When the mentor/model teacher leaves his/her classroom for the 3 half-day observations of the new teachers, we have it decided that you would act as their substitute because of the IC –M/M partnership.

- Mentor/model teachers do not have to enter this absence into AESOP. Just make sure you have these observations scheduled far enough in advance that the IC has it on their calendar and is available.
- If it is when the new teacher is leaving their classroom to conduct their 4 half-day observations of other classrooms, then it is not the IC that serves as a substitute for them (unless it happens to coincide with the coaching cycle you are in with them).
  - New teachers will enter this half-day absence into AESOP with the absence code TLS.

### **Second-Year and New To District Teachers:**

- All of the above is available as needed or recommended after Year One M&I Program.