

Mentor Newsletter

March 2023

Office of Educator Preparation



In this Newsletter

- Welcome
- Upcoming Dates
- Residency II Requirements
- Proctoring Info
- Residency II Substitute Teaching Guidelines
- Co-Teaching Models & Strategies
- LiveText
- Mentor Teacher Information Form & Compensation Paperwork
- Mentor Teacher and Candidate Spotlight
- Communication

Welcome New 2nd Placement Mentors

March 13 is the switch date for most residency candidates. If you are a mentor teacher of a candidate during the half of Residency II, you need to make sure you have completed your required observations by this date and approved all hours in Livetext. Thank you for your support!

If you are a new 2nd placement mentor teacher, welcome and thank you for agreeing to serve as a mentor teacher! We understand that it is difficult to

begin mentoring during the middle of the year, and our office is happy to help answer any questions you might have. Our contact information can be found at the bottom of this newsletter.

The candidate's ETSU supervisor will contact you soon to provide additional information and answer questions. They will also schedule a date with the candidate to complete an observation during this second placement. Candidates will continue to follow the school district calendar and are **expected to follow your daily schedule including before and after school meetings and responsibilities.**

The majority of our 2nd placements begin March 13 and candidates will remain in their Residency II placement until April 28. You should have received an email from our Placement Coordinator, Amanda Chandler providing you with your residency candidate's information and a link to the Mentor Teacher Information Form that needs to be completed by March 6, 2023. After you complete this form, you will receive additional information regarding mentor teacher compensation paperwork.

You also should have received an email with LiveText set up information. (Please check your spam or junk mail folder if you do not see it). Livetext is the platform the educator preparation office uses to assign observations and evaluations and store documents that mentors and supervisors complete with residency candidates. Candidates are also required to log their Residency II hours each day, and you will need to approve their time on a weekly basis. Please let the candidate's supervisor know if you have any issues with attendance or concerns with your residency candidate. If students have missed any days during their 1st or 2nd residency placement, they will make up these missed days during the week of May 1-5 in their 2nd placement.

Candidates will need to schedule an observation date with you so you can evaluate one teaching lesson before April 28th. You will use the Informal Teaching Observation form and rubric that has been assigned to you in Livetext. This form, along with the Observation and Evaluation Schedule and other helpful documents, are located in LiveText, as well as, the mentor teacher website page (see link below).

Candidates can use any approved lesson plan template for the observation you complete, but are required to submit their lesson plan for you to review a minimum of 2 days before they are scheduled to teach the lesson.

Remember to set aside a time twice a month to meet with your residency candidate to reflect and discuss their areas of strength as well as an area to focus on for refinement. Please use the Candidate and Mentor Reflective Discussion Summaries to document these meetings and add this form as an attachment in LiveText. The Residency Candidate Performance Checklist should also be completed before each supervisor visit and added as an attachment in LiveText.

Candidates are excused for edTPA bootcamp, edTA upload day, and 1/2 day for the ETSU Educator Preparation Career Fair (if they plan on attending).

Please see these dates below or talk with your candidate for more information.

Thank you again for supporting our residency candidates and educator preparation program!

Laura Click

Director of Field Experience and Residency

Office of Educator Preparation

Upcoming Dates

Residency II Switch date-March 13, 2023 Students will move to their second placement mentor teacher.(This may be different for Elementary Education and music students, KAT, CAT or RITE Interns)

ETSU Office of Educator Preparation Career Fair - April 11, 2023 from 1-4pm (students are excused from their placement for 1/2 day if they are attending this event)

edTPA Bootcamp: March 20-27, 9:00-3:00

- Mon. March 20, ELEM
- Wed. March 22, PE (9:00-6:00)
- Thurs. March 23, MAT/SEC, Music
- Fri. March 24, SPED, Cohorts (K-5) and ECED
- Mon. March 27, ECED
- Library, by appointment with Tami

edTPA UPLOAD Day

- Fri. March 31: ELEM and Cohorts (K-5, ECED, SPED)
- Mon. April 3: Music and ECED
- Tues. April 4: SPED and Library (virtually)
- Wed. April 5: PE and MAT/SEC

Last Day of Residency II: April 28, 2023 (Students are required to make up all absences during Residency II after this date.)

Residency II Requirements

Residency II is the time for candidates to get as much teaching experience as possible.

- By this point in Residency II, candidates should be **fully immersed in planning, teaching and experiencing expectations required of a classroom teacher.** While we understand your candidate will need time to familiarize themselves with your classroom and develop relationships with you and your students, we want to encourage you to allow these

candidates to begin co-teaching as soon as possible. **These candidates are at the end of their educator preparation program and should be viewed as a second teacher within your classroom.** Candidates should be teaching or co-teaching regularly in a variety of settings (whole group, small group, one-on-one) and content areas (if applicable). There are co-teaching strategies at the bottom of this newsletter that you can use with your residency candidates.

- **Candidates are required to attend faculty meetings, IEP meetings, PLC meetings, data meetings, etc.**
- Other than filming, residency candidates should **NOT** be working on their edTPA during Residency II. Candidates should be assuming the role of the classroom teacher throughout the day. **Residency II is NOT the time for students to be sitting and working while the mentor teacher is teaching.**
- All residency **candidates should be logging their clinical hours on a weekly basis and you should review and approve these hours at the end of each week.** Candidates should also follow the school protocol for signing in and out of the school each day. **Report excessive absences, tardies or early dismissal to their ETSU supervisor.**
- **If a candidate is going to be absent or tardy, they should, at minimum, send one email copying the appropriate stakeholders** (mentor teacher, ETSU supervisor, and principal/secretary) as soon as possible.
- Mentor teachers and candidates should set aside a time twice a month to reflect on the candidate's strengths and area of refinement. Candidate and Mentor Reflective Discussion Summaries should be completed to document these meetings and attached in LiveText.
- When a residency candidate is being observed by either you or their ETSU supervisor, the candidate should submit their lesson plan to you and their ETSU supervisor a **minimum of 2 days in advance** so you can review the standards and objectives they are planning to teach. Candidates can use a mentor approved lesson plan for the observation completed by the mentor teacher.
- Each time the ETSU supervisor observes the residency candidate, they should also check in with you regarding the candidate's performance, and **you should provide the supervisor with a completed Residency Candidate Performance Checklist which evaluates the candidate's professional dispositions.**

Our office has received various questions about residency candidates ability to proctor as we are getting closer to testing. **Residency Candidates are allowed to administer or proctor state tests.** We actually encourage this because it provides them with valuable experiences they can use as a future teacher.

This being said, residency candidates must follow the same schedule as their mentor teacher during this time. When their mentor teacher is administering tests, the school can use them to administer tests or proctor. Once the mentor teacher is finished testing for the day, residency candidates should return to their placement classroom to resume co-teaching. **Residency candidates should not continue to be used to administer tests or proctor if their mentor teacher has resumed normal classroom activities.**

Residency II Substitute Teaching Guidelines

- **Candidates are eligible to substitute up to 5 days during their Residency II placement.**
- **Candidates are NOT allowed to substitute before they have complete edTPA filming in Residency II.**

In order for residency candidates to become eligible for substitute teaching during Residency II, they will need to complete the following protocol:

1. Candidate will need to attend substitute training offered through the school district where they are completing their residency.
2. Once training is complete, the candidate will need to complete the **Candidate to Substitute Agreement** which requires approval signatures from their mentor teacher, school principal, ETSU supervisor, and ETSU seminar leader.
3. After the agreement is complete with signatures, the candidate should email the contract to their ETSU supervisor and upload into LiveText.
4. Candidates are responsible for recording dates, locations, subject and/or grade level of their substitute experience on the LiveText time log.

Candidates are allowed to substitute in three settings, but the preference must be in the following order:

1. Classroom of mentor teacher
2. Another classroom in the school they are assigned-this requires mentor teacher and ETSU supervisor approval
3. A classroom in another school within the district- this requires advance notice and must be approved by the mentor teacher and ETSU supervisor

****Residency Candidates are NOT allowed to be pulled to watch or monitor a classroom when a teacher is absent unless they are being paid.** (teacher, Instructional Assistant, substitute teacher). This is a liability issue.

If you have any questions regarding these guidelines and requirements, please contact the Office of Educator Preparation using the contacts below.

Co-Teaching Models and Strategies

Co-Teaching is an Attitude... an attitude of sharing the classroom and students.

Co-Teachers must always be thinking-We are BOTH teaching!

One Teach, One Observe

One teacher has primary responsibility while the other gathers specific observational information on students or the (instructing) teacher. The key to this strategy is to focus on the observation – where the teacher doing the observation is observing specific behaviors.

One Teach, One Assist

This is an extension of One Teach, One Observe. One teacher has primary instructional responsibility while the other assists students with their work, monitors behaviors, or corrects assignments.

Parallel Teaching

Each teacher instructs half the students. The two teachers are addressing the same instructional material and presenting the material using the same teaching strategy. The greatest benefit to this approach is the reduction of student to teacher ratio.

Station Teaching

The co-teaching pair divides the instructional content into parts – Each teacher instructs one of the groups, then rotate or spend a designated amount of time at each station – often an independent station will be used along with the teacher led stations.

Team Teaching

Well planned, team-taught lessons, exhibit an invisible flow of instruction with no prescribed division of authority. Using a team-teaching strategy, both teachers are actively involved in the lesson. From a students' perspective, there is no clearly defined leader – as both teachers share the instruction, are free to interject information, and available to assist students and answer questions.

Alternative Teaching (Differentiated)

Alternative teaching strategies provide two different approaches to teaching the same information. The learning outcome is the same for all students; however, the avenue for getting there is different.

LiveText

LiveText is a shared space between you, your residency candidate, and their ETSU supervisor. LiveText is used to log hours, and store evaluations, observations, and other documents relevant to the student's performance.

You should add any document you have completed on the student (Informal Teaching Observation, Residency Candidate Performance Checklist, etc.) as an attachment in the shared space.

All residency candidates should be logging their clinical hours in LiveText on a weekly basis. As a mentor teacher, you will review and approve these hours at the end of each week. Residency candidates should also follow the school protocol for signing in and out of the building each day.

If you are having trouble with LiveText in any capacity, please contact the Office of Educator Preparation at edprep@etsu.edu , or our Placement Coordinator, Amanda Chandler at blackchandle@etsu.edu or 423-439-7597.

Mentor Teacher Information Form and Compensation Paperwork

The Office of Educator Preparation asks that ALL mentor teachers complete the following **Mentor Teacher Information Form** if you have not already completed one this year.

Mentor Teacher Information Form:

Please complete this revised form, which takes less than five minutes, to ensure we have your current contact information on file. (You will need your teaching license number for this form).

https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV_bluISQNQc3Ci7DE

Mentor teachers will receive compensation of \$100 for mentoring a residency candidate during Residency II. Please follow the steps below if you wish to receive compensation for being a mentor teacher.

*****If you would like to decline compensation, you do not need to complete the steps below.**

Dynamic Forms Account Setup:

1. Create an account in our Dynamic Forms system by following this link: <https://dynamicforms.ngwebsolutions.com/account/createaccount>
2. Activate your account via the activation email sent to the email address that you used to create the account. (Save your username and password for

future changes).

Now that you have created your account, use the information below to set up direct deposit.

Direct Deposit Authorization Form:

(You will need a voided check and a copy of the this completed W-9 Form to upload to the direct deposit authorization form. If you do not have an E# or cannot remember it leave that place blank.)

1. Use the following link and scroll down to the bottom of the page to submit your W-9 and set up your direct deposit.

2. When asked, “Who asked you to complete this form,” please list my name, Amanda Black-Chandler.

<https://dynamicforms.ngwebsolutions.com/Submit/Start/871acdee-1fe2-4940-acf0-f8d51a3e1137?SSO=N>

****If you have or had a name or address change at any time since attending ETSU or previously mentoring a student, you will need to complete and submit a **Personal Information Change Form**. This form will be provided by the Office of Educator Preparation via email. Please contact Amanda Black-Chandler at 423-439-7597 or blackchandle@etsu.edu**

Mentor Teacher and Candidate Spotlight

Residency Candidate, Zeke Wolfenbarger is in his 4th grade math and science classroom working with a student during a science experiment to see sound waves. Zeke is co-teaching with Mrs. Lawson at Fairview Marguerite in Hamblen County.





Lesley Adkins, an Early Childhood Education teacher candidate, is a natural at developing engaging learning experiences for her 3rd graders at Towne Acres Elementary. Here you see the children working in small groups to use key vocabulary terms and weather instruments. Each group created and presented posters describing the local weather for the week. Lesley also created an interactive vocabulary board and handout to provide visual supports that the children referenced throughout the lesson. She and her fabulous mentor, Ms. Christy Kibelbeck, supported small group work with effective feedback strategies. These 3rd graders are developing language and literacy skills in their Science lesson while also engaging in active, multimodal learning experiences- a great example of early childhood education!

Communication

Office of Educator Preparation

- Open Monday through Friday from 8:00-4:30 p.m.

ETSU Mentor Teacher website

- <https://www.etsu.edu/coe/educator-preparation/residency/mentors.php>
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