**How to Serve as an Effective Mentor**

**Activity #:** DR42815184801

**Class Location:** Perry Elementary School

 1600 8th Street, Perry

**Class Dates:** August 7, 2017 - June 1, 2018

**Instructor:**

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**Description**

This class focuses on engaging teachers in learning how to serve as effective mentors. Participants will learn how to coach mentees, ask reflective questions, learn about the new teacher cycle, and how to effectively support new teachers.

**Dates/Times:**

* August 7, 2017 (8:30 am - 12:30 pm)
* December 6, 2017 (4:00 pm - 5:00 pm),
* February 21, 2018 (4:00 pm - 5:00 pm)\*
* May 16, 2018 (4:00 pm - 5:00 pm),
* Monthly observations/feedback will be scheduled at a later date to make up the additional six hours to equal the required 15 instructor led hours. Paperwork due June 1, 2018.

\*Class will meet with first and second year teachers.

**Research Base**

The content for the class sessions and conversations among mentors and mentees is based on the following:

* Thriving as a New Teacher. (2016). John and Sheila Eller
* How to Support Struggling Students. (2010). Robyn R. Jackson and Claire Lambert
* Coaching and Mentoring First year and Student Teachers. (2013). India J. Podson and Vicki Denmark
* Coaching Classroom Instruction. (2013). Robert Marzano and Julia Sims
* What Great Teacher Do Differently: 17 Things that Matter Most, 2nd Edition (2011). Todd Whitaker
* The Highly Effective Teacher. (2016). Jeff C. Marshall
* The Art and Science of Teaching. (2009). Robert Marzano

**Learning Design and Course Credit Hours**

**Number of Credits:** 1License Renewal

**Learning Goals or Targets**

1. The participant will support teachers in the change process new teachers typically go through.
2. The participant will learn how to ask good questions of their mentees.
3. The participant will observe and provide effective feedback.

**Evaluation / Grading / Course Requirements**

* 100% Attendance
* Active Participation
* All assignments completed and handed in

P/Pass Grade - The participant will complete and turn in the following quality work:

* Turn in the packet that documents they met weekly with their mentee.
* One observation per month with feedback.
* End of the year reflection on how they have grown and improvements for next year.

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| **Item/Event/Task/Activity** | **In Class Hours** |
| Mentor Class August 7, 2017.1. Review the in-service schedule for Aug. 8, 9, and 10 & make ensure all mentors can do the things listed.
2. Review mentoring program goals and expectations
3. Introduce the district checklist & review lists for August through December
4. Fill out logs with mentee meetings. New teacher cycle.
5. Share plans for earning credit
6. Share what to do if you and your mentee are not getting along
 | 4 |
| Mentor Class December 6, 2017.1. Review checklist for January & February
2. Inform them of conferences (Des Moines in January)
3. New teacher cycle
4. Ensuring learning
5. Helping with how to improve PT Conferences
6. Classroom management resources
 | 1 |
| Mentor Class February 21, 2018.1. Review checklist for March through May
2. New teacher cycle
3. Reflect classroom management resources
4. Vignettes
 | 1 |
| Mentor Class May 16, 2018.1. Gather feedback on checklists
2. New teacher cycle
3. Feedback on the program/class
4. Plans to improve for next year
5. How to finish strong
 | 1 |
| Monthly Observation and Feedback- one hour for each observation and providing feedback. The mentors will receive one-on-one coaching from the instructional coaches during the observation and planning the feedback. | 8 |
| **Total Hours** | **15** |