

CSAC Question # 8: - A plan for structures and requirements for novice teacher mentoring should be included—this should include plans for classroom coverage for any “extra” out of class time for novice teacher PD. Delaware STEM Academy – CSAC Final Report Page 15 of 15

As a new school, DE STEM does not feel that internal teachers would be the best resource to serve as mentors. Therefore, we will be hiring a Teacher Leader/ Dean of Students that has experience as a mentor teacher that serves the role of mentor. Teachers will be meeting with the mentor one Wednesday afternoon a month for their mentoring sessions. We recognize in our current staffing approximately 5 out of 7 teachers will require mentoring service. The school has also put in an additional \$8,720 for substitute teachers to allow each teacher receiving 8 hours of release time during the year to visit other classrooms with their mentors as a learning experience.

All novice teachers and teachers new to Delaware hired by DE STEM meet with a mentor under the mentoring process to establish support goals for the year. Teachers will have a preplanned monthly observation by their mentor, who will use the TEF rubric as a tool for growth. Each time the teacher is observed, they are scored in nine different areas and tracked for measurable growth. This detailed information will be used by the mentor to personalize their coaching sessions with their mentee. This process will allow working on each on the individual teacher’s needs by sharing strategies and activities to enhance any their weak areas. During these coaching sessions, articles and books supporting the teacher’s individual needs will also be shared. Consistent follow up on implementation will help the mentor measure growth in capability, consistent with needs. Since PD time occurs weekly during the school year, the teachers’ time to work with their mentor will be available weekly.

Teachers will receive training from New Tech in the school model. A New Tech Teacher Institute-specific for our school and staff - will occur in June of 2016. The annual conference will occur in July of 2016. The week of August 24th will be a professional development week for the teachers. New teachers will be trained in the school systems and processes as well as expectations and responsibilities of the teachers. Teachers will receive training on the TEF in August as well. An exit ticket survey will be conducted to ensure teachers understand the system. New Tech Training and support will occur throughout the school year, as the school coach works with the school monthly. There will be PD days throughout the school year that will be focused on needs noted for all staff through the TEF or New Tech coaches. Project Based Learning training will be ongoing throughout the year with implementation of the New Tech’s ECHO online lesson plans, agendas and projects plans. We will include our mentor to be part of these sessions so they can receive support with specific items. The mentor will participate in the TEF training throughout the year with the school leader.

Our mentor will do at least one TEF observation and coaching cycle per month with their mentees. These will all be announced observations so the teachers see them as support visits. For novice teachers these observations will be in addition to their monthly observations that will be conducted by the school leader. During the coaching cycle they will be able to support them on best practice in instruction and the unique school model. In order to effectively implement the TEF the mentor will be given a device to video tape the lessons so they can then share them with the novice teacher during their coaching sessions. Mentor observations of novice teachers will not be considered as part of the evaluation scores nor entered into Bloom Board. However, they will be tracked using the observation tracker developed by Hendy Avenue Consulting. This will allow the novice teacher to receive the coaching but not feel it is being held against them in any way. The mentor will video tape all observations to be used during the coaching sessions

Timeline

Milestone Activity	Date
Teachers trained on New Tech Model	July 2016
Mentor training on TEF by Hendy Avenue Consulting	August 2016
Mentor take credentialing assessment	August 2016
Teachers trained on TEF	August 2016
Teachers meet with mentor for 1:1 support planning	September 2016
Teachers observed in classroom by mentor	September 2016 (monthly)
Teachers participate in 1:1 coaching session with mentor	September 2016 (monthly)
Mentor training on TEF by Hendy Avenue Consulting	October 2016
Teachers complete TEF survey	November 2016
Teachers meet with mentor for 1:1 first semester review and semester two goal setting	January 2017
Mentor training on TEF by Hendy Avenue Consulting	January 2017
Mentor training on TEF by Hendy Avenue Consulting	March 2017
Teacher survey on TEF	April 2017
Teachers meet with mentor for 1:1 second semester review	May 2017