

Mentor Newsletter

March 2021

Office of Educator Preparation



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Residency II Placement Transition

Now that we are almost halfway through March, residency candidates will be finishing their 1st placement and preparing to move into their 2nd placement. If you are a 1st placement mentor your candidates will be finishing up all required observations and responsibilities in your classroom, as well as logging their final hours in LiveText for your approval. Some of you will receive another residency candidate while others will end their role as a mentor sometime this month. Mentor stipend payments for the 1st placement will be distributed within the next few weeks. For teachers who will not be mentoring for the remainder of this semester, we want to thank you for everything you have done to mentor your candidate and wish you the best as you finish out this year.



Preparing for RII Second Placement

For teachers who are just beginning their role as a mentor we want to let you know how much we appreciate your willingness to take on a residency candidate and provide them with another opportunity to grow as a pre-service teacher. The majority of our 2nd placements begin on or around March 22 and students will remain in this placement until April 30. Students will log their time in LiveText and you will need to go into LiveText and approve their time on a weekly basis. If students have missed any days during residency (1st or 2nd placement), they will continue in their placement the week of May 3 to make up these missed days. Please let the candidate's supervisor know if you have any issues with attendance or concerns with your residency candidate.

During this 2nd placement, candidates should be fully immersed in planning, teaching and experiencing expectations required of a classroom teacher. They are required to use the ETSU lesson plan template and submit lesson plans for you to review a minimum of 2 days before the actual teaching lesson. Candidates will need to schedule an observation date with you so you can evaluate one teaching lesson for your candidate before April 30 using the Informal Teaching Observation form. This form, along with the observation and evaluation schedule and other helpful documents are located in LiveText and can also be found on the mentor teacher page of our website (see link below). Mentors should upload the completed Informal Teaching Observation form when you finish the observation. The candidate's ETSU supervisor will also meet with you to provide information and answer questions, as well as, complete an observation some time 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. Candidates are excused for edTPA bootcamp & upload days, a substitute training session, and a career fair event.

[Office of Educator Preparation Mentor Teacher Webpage](#)

Substituting During Residency



Remember, candidates are only allowed to substitute if they have completed the district level substitute training and submitted the Candidate to Substitute Agreement. As their 2nd placement mentor, you will need to email their ETSU supervisor giving your permission for the candidate to substitute while in their 2nd placement. **If the candidate is not the hired substitute, legally there must be another adult in the classroom while the candidate is teaching.**

General Substitute Information

- **Candidates can NOT be used as a substitute without completing requirements. This is due to liability issues.**
- Candidates must complete the district substitute training and turn in the Candidate to Substitute Agreement form before being allowed to substitute.
- If candidates have already submitted the Substitute Agreement during 1st placement, the 2nd placement mentor will need to email substituting permission

to the ETSU supervisor

- Substitute hours, class and grade level should be logged in LiveText on a daily/weekly basis.
- Candidate to Substitute Agreement will be added to LiveText once they are received by the Office of Educator Preparation (uploaded as an attachment).

Important Reminders for Mentors

- Continue to approve residency hours **WEEKLY** in LiveText.
 - Complete the Weekly Discussion Summary with your residency candidate to identify areas of strength and refinement.
 - Spring Semester mentor teacher payments will be as follows:
 - 1st placement mentors (Jan.-March) paid during March and April.
 - 2nd placement mentors (March-April) paid during the month of May
- **To ensure timely payment of your stipend each semester, please contact our office if you have a name or address change. These changes must be made before payments can be processed.**
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Important Dates

Mandatory EdTPA Writing Day

March 5th, 12:00 - 3:00 PM

- Elementary Education (K-5)
- Secondary Education
- Middle Grades
- Early Childhood Education
- Special Education
- Cohorts included

**PE Writing Days will be announced soon.*

Placement Switch Dates

- Traditional Residency: March 22
- KAT/CAT: Will be notified by principal

EdTPA Bootcamp Dates

- March 19: SPED
- March 22: ECED
- March 23: K-5 Cohort
- March 24: PE
- March 25: K-5 Main Campus
- March 29: Secondary Ed/MAT

EdTPA Upload Dates

- April 1: K-5 Main Campus
- April 5: ECED
- April 6: K-5 Cohort & SPED
- April 7: PE & Secondary Ed

Clemmer College Virtual Career Fair

- April 13th, 2:00 - 5:00 PM
- More information will be announced soon

Last Day of Residency II

- April 30, unless makeup days are needed

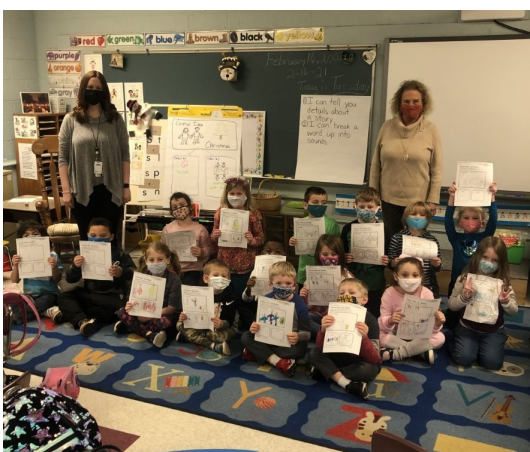
Make-up Days

- May 3-7
- Spring Break option for Covid19 related absences (Email edprep@etsu.edu for make up options)



If you have any questions involving important dates, please contact the Office of Educator Preparation.

Mentor Spotlights



"A big shout out goes to Mentor, Ann Irvin, Kindergarten teacher at Johnson Elementary. She is a champion cheerleader that offers support and encouragement to teacher candidate, Alison Haynes Sigmon. Together they plan and use strategies that engage all their kindergarten students. Pictured is a celebratory photo taken after a lesson on describing the central idea and details of a story."

-Nominated by ETSU Supervisor

Ms. Sarah Goad, 3rd grade teacher at Ellen Myers Primary School in Claiborne County is doing a great job and putting in the extra effort with her student-teacher, Lauren Couch. Sarah and Lauren recently worked together to convert their classroom into a pizzeria to support their students as they began a unit on fractions. Students made hats and wore mustaches as they created pizza representations of their fractions. They even got pizza boxes from the local pizzeria to make it an authentic experience for the students.

-Nominated by Residency Candidate and ETSU Supervisor



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