

# Mentor Newsletter

November 2022

Office of Educator Preparation



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## Residency I Reminders

- Mentor teachers should review and approve candidate hours on a weekly basis.
- Mentor teachers should provide the ETSU supervisor with a completed Residency Candidate Performance Checklist which evaluates the candidate's professional dispositions each time the ETSU supervisor observes the residency candidate.
- Candidates and mentor teachers should complete the Candidate and Mentor Teacher Reflective Discussion summary once a month during September, October, and November, and these summaries

should be attached to 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 may use a mentor approved lesson plan for the observation completed by the mentor teacher.
  - 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.
  - The **Observation and Evaluation Schedule** is a helpful document to keep you up-to-date with observation and evaluation deadlines.
  - The **Residency Key Roles** document is a helpful resource that provides a brief description of residency candidate and mentor teacher expectations.
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## 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, On 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.

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## Substitute Teaching Guidelines

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- Residency Candidates are **NOT allowed to be pulled to watch or monitor a classroom without another adult present** (teacher, Instructional Assistant, substitute teacher). This is a liability issue.
- Residency Candidates **CAN be used as a substitute teacher only if they have completed the district substitute training and HR payment paperwork.**
- Residency Candidates that are in specific programs such as the RITE, CAT, and KAT programs will follow their specified guidelines.

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

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## LiveText

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**Remember to attach any document you have completed on the student (Informal Teaching Observation, Residency Candidate Performance Checklist, Reflective Teaching Summary etc.) as an attachment LiveText so their ETSU Supervisor will have access.**

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

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## Mentor Teacher Information Form and Compensation Paperwork

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The Office of Educator Preparation asks that you complete the following form for our records if you have not already completed in the past:

## Mentor Teacher Information Form:

•The mentor teacher information form is used to collect information for new mentors or information changes from returning mentors.

•[https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV\\_1RqEcXliqo0VvN4](https://etsuclemmer.iad1.qualtrics.com/jfe/form/SV_1RqEcXliqo0VvN4)

If you are a **new mentor teacher**, you will also need to complete the following processes to receive the stipend for serving as a mentor teacher:

### •Dynamic Forms Account Setup:

•All mentor teachers must have a Dynamic Forms account. This must be set-up in order to complete the Direct Deposit Authorization.

•Please use this link to create your account:

•<https://dynamicforms.ngwebsolutions.com/AccountManagement/CreateAccount.aspx>

### •Direct Deposit Authorization Form:

•Once the Dynamic Form Account has been created, use the Direct Deposit Authorization link below to submit your w9/direct deposit info:

•<https://www.etsu.edu/bf/redirects/df/vendors/payee.html>

\*\*If you have or had a name or address change at any time since attending ETSU or during mentorship, 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.

## Communication

### Office of Educator Preparation

- Warf Pickel, Room 305
- Open Monday through Friday between 8:00-4:30 p.m.

### ETSU Residency Candidate website

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

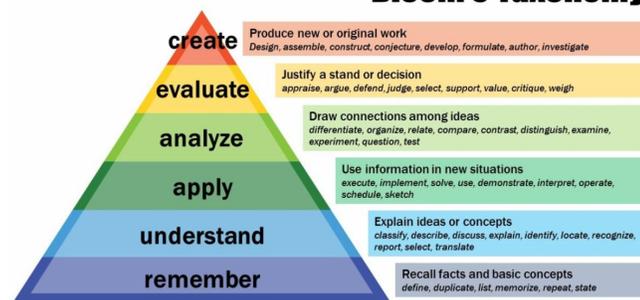
## edTPA Information

### edTPA Lesson Plan Building

General Structure for edTPA  
Lesson plans:

- 3-5 Lesson Plans
- All lessons build on each other
- There is clear alignment

### Bloom's Taxonomy



Your residency candidate should have already scheduled a time to meet with you to determine the topic their edTPA will focus on and the timeline for filming and completion.

Each program of study has their own timeline for completing the edTPA; therefore, your candidate's timeline may look differently than others.

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## Contact Us

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