

Mentor Newsletter

September 2022

Office of Educator Preparation



In this Newsletter

- Note from the Director
- Substitute Teaching Guidelines
- LiveText & Time Log Approval
- Mentor Teacher Information Form & Compensation Paperwork
- Important Reminders
- Communication
- edTPA Information
- Important Dates

Note from the Director

Dear Mentors,

Now that we are a few weeks into Residency I, your candidate should have created a weekly schedule for completing their field hours. **Candidates are required to enter their completed hours in LiveText each week, and sign in and out at the front office.** Please contact the student's ETSU supervisor if you are having issues with your residency candidate's attendance or tardiness.

The ETSU Supervisor's role is to serve as a liaison between the residency candidate and the mentor teacher. The candidate's supervisor should have scheduled an introductory visit with you and your candidate to review expectations and responsibilities, go over the evaluation schedule and

instruments and answer any additional questions you might have.

Each time an ETSU supervisor observes your residency candidate, they should also check in with you for an update on the student, and you should provide the supervisor with a completed Residency Candidate Performance Checklist which evaluates the candidates professional dispositions at various points through the residency year. This document can be found on the website or a link was also included in the mentor training powerpoint you received.

Residency candidates that test positive for Covid are required to notify their supervisor and mentor teacher. Candidates should follow the school district's guidelines for returning to the classroom. Residency candidates are responsible for providing a doctor's note for any absences that require residency candidates to miss more than two consecutive days.

Our office is excited and proud to hear so many positive stories of how our mentor teachers and candidates are finding ways to support one another. Thank you for your commitment to these future educators!

Laura Click
Director of Field Experiences and Residency
clicklm@etsu.edu

Substitute Teaching Guidelines

- 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 or check in the Mentor and Supervisor Handbook.

LiveText & Time Log Approval

LiveText is a shared space between you, your residency candidate, and their ETSU supervisor. Only first placement mentor teachers will have access to Livetext during Residency I. If you are schedule to have a residency candidate for their second placement, you will receive an email to set up your Livetext placement when your candidate arrives in your classroom.

Students are required to log their hours in LiveText and you should review and approve them on a **weekly basis**. LiveText is not only used to log hours, but it is a platform to 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.

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 Black-Chandler at blackchandle@etsu.edu or 423-439-7597.

Mentor Teacher Information Form and Compensation Paperwork

The Office of Educator Preparation asked 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_87FHFY8tYh1bjmK

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

ETSU Mentor Teacher website

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

Monthly Newsletters to Mentor Teachers

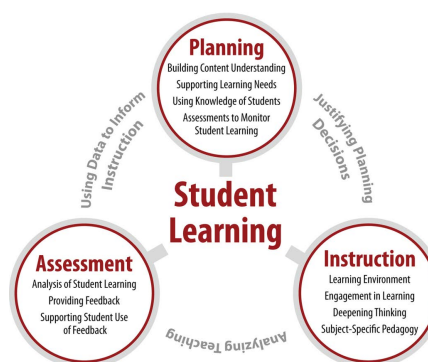
Mentor Teacher and Supervisor Handbook

Mentor Teacher Calendar

edTPA Information

Welcome

Hello mentor teachers and supervisors! We are so thankful for each one of you. We could not do any of this without you all. Thank you for your willingness to teach our residency candidates, sharing your personal wisdom with them, challenging and encouraging them. We are wishing you all the best of luck as we begin a new school year.



What is the edTPA?

- A national assessment for candidates to measure their knowledge on planning, instruction, and assessment.
- Allows teacher candidates to demonstrate the skills necessary to ensure students are learning.
- 3-5 lesson plans that are filmed and analyzed by the teacher candidate.



General Timeline

Task 1 (Planning): Completed in fall semester (Oct.- Dec.)

Task 2 (Instruction): Completed in spring (Jan.- Feb.)

Task 3 (Assessment): Completed in spring (Jan.- March)

How can you support your candidates?

Teach them what you know, passing down any helpful advice you might have.

Inspire them to be great teachers.

Motivate them to try their best and try new ideas.

Empower them to conquer this next year they have ahead of them.

Important Dates



- Residency I August 22 - December 2

SEPTEMBER

- Check and approve LiveText hours weekly
- Complete one Candidate and Mentor Reflective Discussion Summary (attach in LiveText)
- Complete the Residency Candidate Performance Checklist
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- Check and approve LiveText hours weekly Candidate and Mentor Reflective Discussion Summary (1x per month) Residency Candidate Performance Checklist (For Supervisor at Teaching lesson 1)

Contact Us



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