

Mentor Newsletter

September 2021

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**
- **Important Dates**

Note from the Director

Dear Mentors,

Here we are again! It is hard to believe that the 2021-2022 school year is well underway even as Covid continues to create challenges and problems. We appreciate those who were able to attend one of the two Mentor Teacher Informational Training sessions held in August. If you were unable to attend or were recently added as a mentor, you should have received an email with the recording and powerpoint from the session. Please reach out to our office if you have additional questions, we are happy to review this information with you.

Now that we are a couple of 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 you will need to review and approve their submitted time on a weekly basis. Please contact the student's ETSU supervisor if you are having issues with your residency candidate's attendance or tardiness, and the Office of Educator Preparation can help with any LiveText issues.

The ETSU Supervisor's role is to serve as a liaison between the residency candidate and the mentor teacher. The supervisor should have scheduled an introductory visit with you and the candidate to review expectations and responsibilities, go over the evaluation schedule and instruments, and answer any additional questions you might have. **Each time the supervisor observes the residency candidate, they should also check in with you for an update on the student, and you should provide the supervisor 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.

Finally, residency candidates must present instruction to students that can be observed and evaluated by their ETSU supervisor. This instruction should be completed in a live or synchronous format to prepare them for edTPA. If this type of instruction is not possible, you need to reach out to our office or the ETSU supervisor for support.

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 during these unprecedented times. 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.**

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

LiveText & Time Log Approval

LiveText is a shared space between you, your residency candidate, and their

ETSU supervisor. Students are required to log their hours in LiveText and you will be required to review and approve them. LiveText is used to log hours, and 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.

All residency candidates should be logging their clinical hours in LiveText on a weekly basis. As a mentor teacher, you will review and approve these hours at the end of each week. Residency candidates should also follow the school protocol for signing in and out of the building each day.

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, Stephanie Tanksley at tanksleys@etsu.edu or 423-439-7597.

Mentor Teacher Information Form and Compensation Paperwork

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_1RqEcXliqoOVvN4

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

In an effort to improve the communication efforts between our office and mentor teachers, **the Office of Educator Preparation will also offer**

virtual office hours on the second Wednesday of each month from 3:30-4:30. Please feel free to join us during this time if you have praises, suggestions, questions or other issues. I have included the Zoom information below. As always, we can be reached via email or phone between 8:00 and 4:30.

ETSU Mentor Teacher website

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

Office of Educator Preparation Monthly Virtual Office Hours

- **The second Wednesday of each month from 3:30-4:40 (September-May)**
- <https://etsu.zoom.us/j/93747002963?pwd=Vm9ZMW5TWUxuR09FUxBWL2dZbo1UUT09&from=addon>
- Meeting ID: 937 4700 2963
- Passcode: 171497

Important Dates



- Residency I August 23 - December 9

Observations

- Residency Candidates will complete two lessons to be observed during the months of **September and October**. The first lesson will be observed by their ETSU supervisor and the second lesson will be completed by you, their mentor teacher. Please refer to the [Observation Evaluation Schedule](#) for additional information.

Contact Us

Laura Click
*Director of Field
Experiences and Residency,
Clemmer College*

Stephanie Tanksley
*Placement Coordinator,
Clemmer College
tanksleys@etsu.edu*



clicklm@etsu.edu
(423) 439-4200



(423) 439-7597



Joanna Wicker
Certification Coordinator,
Clemmer College
wicker@etsu.edu
(423) 439-7562



Angela Shelton
Clinical Instructor- edTPA
Coordinator,
Clemmer College
sheltonam1@etsu.edu
(423)794-7977

Clemmer College
Office of Educator Preparation
Warf Pickel Hall, Room 305
edprep@etsu.edu

