

TEACHING FELLOW GROWTH LETTERS

Instructional Coach Guidance and Implementation

Instructional Coaches write an end-of-summer evaluation of each of their Teaching Fellows as a way to share meaningful feedback with teachers and Site Directors. In these final letters Instructional Coaches reference the Breakthrough Teaching Rubric (BTR) competencies and summarize primary areas of strength as well as areas for continued growth. In addition to sharing key information with Site Directors, portions of these letters are also often useful for future letters of recommendation. The writing and sharing of these letters are linked to Breakthrough's dedication to developing a culture of growth mindset.

Objectives

- Provide clear and specific feedback for each teacher on areas of strength and areas for continued growth
- Communicate and document teacher performance for summer directors
- Build a culture of growth mindset
- Document teacher performance for future letters of recommendation
- Encourage continued engagement with Breakthrough
- Bring closure to the summer teaching experience

Collaborators

- Instructional Coaches
- Teaching Fellows
- Summer Directors

Guiding Questions

- How did this TF impact the larger community?
- What did students learn in this TFs class?
- How did this TF collaborate with other teachers? With directors?
- What were the primary areas of strength?
- Are there key moments/anecdotes to highlight?
- How did this TF grow throughout the summer?

Breakthrough Teaching Rubric Growth Letter

Drafting Document

Area of Strength
Select a few competencies to highlight as areas of strength
Areas of Growth this Summer
Select a competency or two where you saw the most growth throughout the summer.
Area of Focus for Future Growth
Select a competency or two where they should especially focus in future teaching endeavors.
Additional Comments

Breakthrough Teaching Rubric Growth Letter

Sample Document

Month, Day, Year

Dear Writing Teacher:

This has been a fantastic summer! Congratulations on finishing your first summer of teaching.

During the past six weeks, I've felt very lucky to have you in the writing department. Specifically, your open-mindedness, maturity, and willingness to try new things inspired me this summer. As a teacher, you were open-minded to the Breakthrough way of teaching students. You impressed me with your ability to connect with students while implementing the strategies you learned in your instructional training. Furthermore, even though you're only slightly older than your students, you had an appropriate teacher-presence with each of your classes. This can be a challenge for some teachers, but you handled it with grace. Finally, throughout the summer, you showed your commitment to student success by changing up your lesson plans based on my feedback. Your students benefited greatly when you tried new instructional strategies in your class.

In the department, you were an essential part of the team. Specifically, your collaborations with Teacher A led to some great lesson ideas. Also, I learned a great deal from you this summer, including how the Latin word for "left" influences our cultural perception of lefties! I enjoyed hearing about leadership opportunities you explored throughout the summer, as well, including your Media Analysis class. Your

contributions to the Breakthrough community throughout the summer were invaluable.

Writing Teacher, at times throughout the summer, you expressed that you felt overwhelmed and needed some time for self-care and reflection. This level of self-awareness will be extremely useful as you march on through college and ultimately, your career. In the future, be proactive about setting boundaries between your work and personal life (easier said than done, I know!) or reaching out to team members for support. It could be useful to practice delegating tasks to keep yourself from getting overburdened. Try to keep this in mind as you move forward and gather more responsibilities.

During the course of my observations, I especially enjoyed your all-ladies class. Your interactions with your students were consistently positive; although they struggled with some concepts and behavior issues, you were patient and kind. Because of your intelligence and thorough explanations, these students were able to enjoy learning some serious writing skills! As you progress through your college career and into the professional world, continue to approach each task with confidence and reach out to your peers. Whether you decide to pursue education, your thoughtful and reflective nature will lead you on a journey to success.

Writing Teacher, it was a pleasure to work with you this summer – I hope you consider another summer at Breakthrough. Please feel free to keep in contact, as I'll be looking to see what the future holds for you!

Sincerely,

XXXX XXXXXX

Instructional Coach, XXXX