

Teach-Now Mentor Handbook





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Who is a Mentor?

Mentor Teachers assist the Teach-Now candidates with all field experiences and coach and evaluate the candidate through all field/clinical experiences.

The Teach-Now staff will work with the local schools and candidates to select qualified teachers to serve as Mentor Teachers.

The Mentor Teacher must

- have at least five years of outstanding teaching experience in P-12,
- be recommended by the school district or school, and
- complete the online training provided by Teach-Now to provide mentor training

Additionally, preference will be given to mentors who have:

- Prior training in mentoring
- Prior experience as a mentor
- Training in virtual mentoring

Training for Instructors and Mentors

Instructors and mentors are trained at the beginning of the program to utilize these instructional strategies in an online, virtual technological environment. The basic instructional content and subsequent assessments measures of the program are built on the InTASC Standards.



Mentor Roles and Responsibilities

- 1. Evaluate on the Teaching and Learning Framework (TLF):
 - o 6 informal observations
 - o 3 formal observations
 - o 1 mid-point conference
 - o 1 final conference
- 2. On-site Mentoring Expectations:
 - Observe at least 30 minutes of the lesson approximately one lesson per week
 - O Give written constructive feedback for every observation and discuss the feedback with the candidate on the lesson observed covering:
 - Candidate's reflections on the lesson what went well and what did not
 - Your observations regarding the lesson what went well and what did not
 - Share ratings on the TLF rubric giving explanations for the grade marked
 - Brainstorm on at least one main idea for improvement or alternate teaching strategy for candidate to try out
 - Write down your feedback notes along with the ratings (see footnote¹)
 - O Give the candidate holistic feedback with the virtual instructor in the mid-point and final conference covering:
 - Candidate's professionalism
 - Planning
 - Ability to use data for instructional decision-making
 - Interaction with families and other teachers
 - Holistic rating on all the lessons observed till date
- 3. Expectations for the Candidate-Mentor relationship:
 - O Ask candidates to share data such as lesson plans, teacher-made assessments, student work, behavior logs, assessment data, etc.
 - O Analyze data to draw conclusions regarding strengths and high priority areas for candidate's growth
 - O Analyze data to set specific, measurable, and ambitious goals.
 - O Analyze data to plan for effective instructional practices.
 - O Analyze TLF scores to observe growth in the average TLF score
- 4. Core Professionalism requirement:
 - o Attendance
 - o On-time arrival
 - o Respect

- 1. Informal observations ratings and feedback in the TLF form provided by Teach-Now (see pg. 3, 4)
- 2. Formal observations ratings and feedback on the Teach-Now platform

¹ Recording of observations:



Candidate Clock Hours

Teach-Now candidates are required to complete a minimum of 200 hours of practice teaching with students over the 12 week period. This does not include time for lesson planning. Candidate teaching schedule should be approximately 3 hours or more per day.

eaching and Learning Rubric Form eacher CandidateDateClinic				Informal Observation # Observed cal Clock Hours Completed ²	
Element	4	3	2	1	Comments
TEACH					
T1 Lead well-organized, objective-driven lessons					
T2 Explain content clearly T3 Engage students at all learning levels in accessible and challenging work					
T4 Provide students multiple ways to move toward mastery					
T5 Check for student understanding					
T6 Respond to student understanding					
T7 Develop higher-level understanding through effective questioning					
T8 Maximize instructional time					
T9 Build a supportive, learning-focused classroom community					
*Double-click the icon below to open the Word Document template of the TLF rubric above or else please refer to the TLF 2014-15 Observation Form_mentors.docx attached with the Welcome Email. TLF 2014-15 Observation Form_n					

5

 $^{^{2}}$ Amount of time candidate has practiced teaching in class since the beginning of clinical practice internship in Teach-Now.



Teach-Now Platform Quick Start Guide

Teach-Now Program Design

The Teach-Now online program has been custom designed such that all participants follow its broad philosophies.

- 1. Learn by doing
- 2. Collaborative learning
- 3. Digital awareness & use

You will see these three ideologies consistently followed across the content and the online platform.

Learn by Doing

Teach-Now is a dynamic, interactive, collaborative learning program in which candidates engage in projects and activities that they collaborate on with their peers. Unlike most traditional and even online programs, the entire program is set up as a series of activities that they must complete, with feedback and evaluation by peers, instructor, and mentor. Some of the activities require candidates to observe, interview, and practice teach as part of completing clinical requirements of the program and are provided with resources for required study in order to complete the activities in the program.

Collaborative Learning

Research shows that teachers become effective from actual teaching experiences and working with each other. Teach-Now is based on learning through collaboration and virtual as well as live teaching experiences. It is important that candidates learn and improve their knowledge and teaching skills by collaborating with the other candidates in the cohort, in the school where they teach or practice teach as well as international teaching community at large.

Digital Awareness and Use

One of the increasing trends of the 21st century is the movement towards adopting digital technology in education. This program encourages candidates to learn in the way they will teach, by using various software tools and technologies freely available online to make assignment submissions. They use a new Web 2.0 tool almost every week in the program so that by the end of the program they are as digitally savvy as their students and can utilize these tools to teach effectively in the classroom.

Platform Walkthrough

Description of the different features of the platform

Top Panel





The top panel consists of "quick access" buttons that take you to specific pages on the Teach-Now platform.

Home Page:

When you log in to the Teach-Now platform with the username and password provided to you, you will first see your Home page. This is the default landing page where you can get the latest information about the program and specifically the candidates' progress in it.

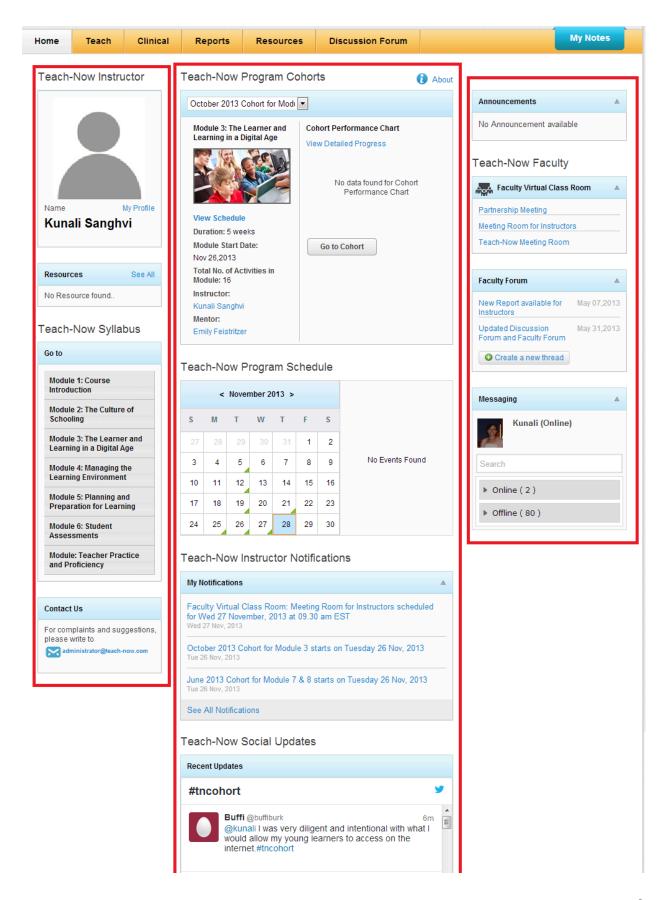
This page is distributed into three columns as shown in the illustration below:

Column 1: Your Profile, Teach-Now Syllabus, Contact Us information

Column 2: Cohort Summary Information – Schedule, Progress, and Performance, Notifications, Teach-Now Social Network on Twitter

Column 3: Program Announcements, Faculty VC, Faculty Discussion Forum, Live Chat (also used for offline messages)







Teach Page:

This is the landing page for the module. You will be able to complete the informal and formal observations and IMPACT evaluations from this page.

Like the Home page, this page is also distributed into three columns, as seen in the illustration below:

Column 1: Cohort Performance & Progress Charts (with link to detailed progress), Table of Contents*, Latest Resources

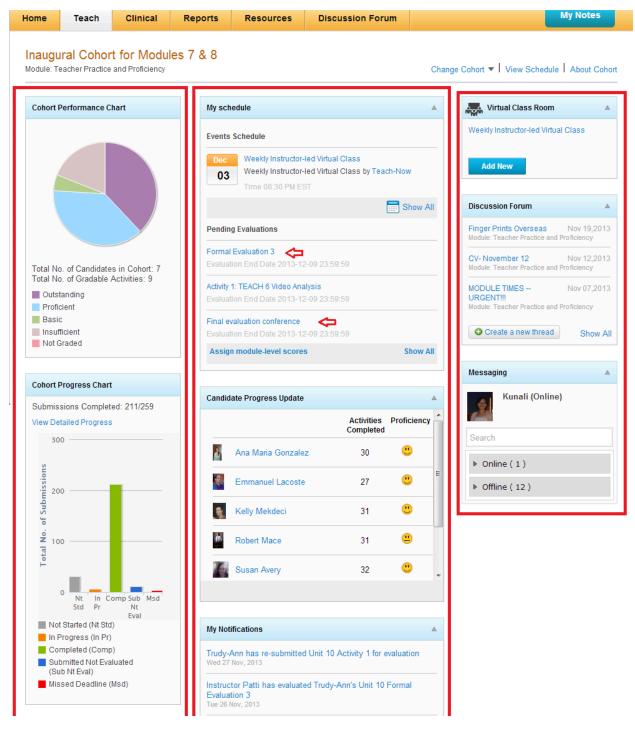
Column 2: VC Schedule, Pending Evaluations**, Candidate Progress Update, Notifications

Column 3: VC Recordings, Discussion Forum, Live Chat (also used for offline messages)

^{*}Table of Contents: distributed into Units of activities. 1 Unit = 1 Week of work.

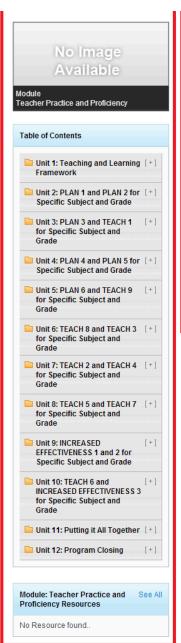
^{**}Pending Evaluations: Mentors are required to complete the informal and formal evaluations for their respective candidate(s) *only*. This list includes Pending Evaluations of activities which will be done by the Teach-Now instructor, and informal/formal evaluations of other candidates which will be done by their respective mentors.

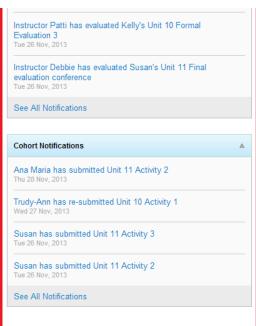




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Evaluation Pages:

Teach-Now activities are timed events, i.e. the informal and formal observations can be entered on the platform based on the module schedule.



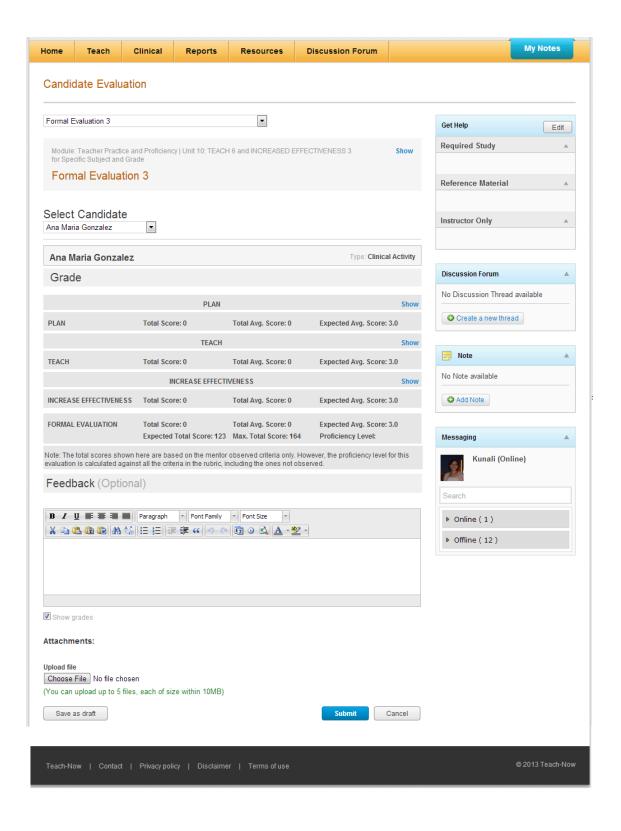
Navigate to evaluation page through these links on the Teach Page: Pending Evaluations or the Show All link under Pending Evaluations, to select the specific candidate & observation from drop-down lists.

Evaluation pages are distributed into two columns:

Column 1: About Activity, Select Candidate, Grade (for formal observations) and Feedback.

Column 2: Resources, Discussion Forum threads, Your Notes, Live Chat (also used for offline messages)







Payment Information

Teach-Now will remunerate the mentor with \$500 for their mentoring services rendered.