

Southeast Co-op Novice Teacher Mentoring Program Overview

| Date | Description | Person Responsible |
|--------------------|--|--------------------|
| July 30 | Year 2 NT Training | NT |
| July 31-Aug. 2 | Year 1 NT Training | NT |
| By start of school | Assign Buddy Teachers | Principal |
| October 22 | NTs complete first in-class observation by this date | NT/Principal |
| October 23-24 | Year 1 NT Follow Up Training (**NTs will be divided into 2 groups and only attend 1 day**) | NT |
| November 16 | ACT 1240 Teachers complete ProEthica | NT |
| January 30-31 | Year 2 NT Follow Up Training (**NTs will be divided into 2 groups and only attend 1 day**) | NT |
| February 11 | NTs complete second in-class observation by this date | NT/Principal |
| February 12-13 | Year 1 NT Follow Up Training (**NTs will be divided into 2 groups and only attend 1 day**) | NT |
| Monthly | Year 2 NTs participate in a virtual book study | NT |

Support Available to NTs

Novice Teacher Support Coordinator: Leigh Brandon

- Leigh.brandon@searkcoop.com
- Office: 870-367-4836
- Cell: 870-208-6653

Co-op Content Specialists

Year 1 Novice Teacher Professional Development

All **Year 1** Novice Teachers will attend a three-day Novice Teacher Academy on July 31, August 1, and August 2 and two follow up days during the year at Southeast Arkansas Educational Service Co-op.

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Summer Institute – 18 hours

Over the three days, teachers will be placed in small group cohorts where they will rotate through sessions over the following topics:

- Classroom Management
- Effective Lesson Planning
- Instructional Strategies
- Content Standards
- Instructional Resources
- Professionalism
- Special Education
- Positive Expectations

Day 4 October 23 & 24 – 6 Hours

Year 1 Novice Teachers will attend a follow-up day at the co-op. A needs assessment will be used to determine specific need. In addition, teachers will receive training on the following topics:

- Content standards
- Instructional Resources
- TESS and EdReflect
- Code of Ethics

Day 5 February 12 & 13 – 6 Hours

Year 1 Novice Teachers will attend a second follow-up day at the co-op. A needs assessment will be used to determine specific need. The training day will be organized into sessions where Novices will choose which sessions they need to attend. A minimum of the following topics will be offered:

- Motivating and Engaging Students
- Instructional Resources
- Time Saving and Organization
- Lesson Planning
- Classroom Management
- TESS and EdReflect

Additional Components for Year 1 Novice Teachers

In-class observation of Master Teacher (minimum of 2 per year). Novice Teachers will arrange the observations with their principal. Novice Teacher Support Coordinator will provide Novices a form with “Look Fors” to use during the observations if they choose.

A **Buddy Teacher** will be assigned to each Novice Teacher by the building principal. The buddy teacher will provide support for the Novice Teacher on day to day concerns and operations. Buddy Teachers will complete an end of year exit survey.

ACT 1240 Novice Teachers only will be provided a **ProEthica** voucher. They will be required to complete the modules by November 16, 2018.

Each Novice Teacher will be given a **BloomBoard/EdReflect account**. They will use this account to develop their PGP and observation activities as directed by their district.

Southeast Co-op Novice Teacher Mentoring Program Overview

Year 2 Novice Teacher Professional Development

All **Year 2** Novice Teachers will attend Professional Development on July 30, 2018 and one follow up day during the year at Southeast Arkansas Educational Service Co-op.

July 30, 2018 – 6 Hours

Teachers will be placed in small group cohorts where they will rotate through sessions over the following topics:

- Classroom Management
- Reflective Teaching and Video Analysis
- Content Standards
- The Growth Mindset Coach* by Annie Brock and Heather Hundley

Day 2 January 30-31, 2019 – 6 Hours

Year 2 Novice Teachers will attend a follow-up day at the co-op. A needs assessment will be used to determine specific need. In addition, teachers will receive training in their content which will be focused on standards, lesson planning and instructional resources. They will also receive training on the 22 components that guide effective teaching, how to use them in daily practice and guidelines for using TESS in the teacher assessment process including BloomBoard/EdReflect. Also included will be classroom management follow-up training. Prior to this training, Novices will upload a video of themselves teaching. They will then watch their video with a peer and use a reflection tool in order to learn how to become more reflective of their practice.

Additional Components for Year 2 Novice Teachers

In-class observation of Master Teacher (minimum of 2 per year). Novice Teachers will arrange the observations with their principal. Novice Teacher Support Coordinator will provide Novices a form with “Look Fors” to use during the observations if they choose.

Each Novice Teacher will be given a **BloomBoard/EdReflect account**. They will use this account to develop their PGP and observation activities as directed by their district.

Year 2 Novice Teachers will participate in a **Book Study** using the book *The Growth Mindset Coach* by Annie Brock and Heather Hundley. Novice teachers will participate monthly in a virtual discussion about the book.