

# Mentor Teacher Guide

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## Residency Year Overview

### Residency I

- **In-Service** - Candidates attend one day with mentors during the in-service week to offer assistance.
- **First seven (7) weeks** - Candidates attend sites 1-3 days per week, depending on their program schedules.
- **Mid-semester** - Candidates and mentors complete the co-teaching module in Google Classroom
- Mentor teachers will complete EDA Assessment training in Google Classroom.
- **Last eight (8) weeks** - Candidates plan, implement, and assess at least two lessons per week and co-teach with mentor daily.

### Residency II

- **Weeks 1 – 2** - Candidates should co-teach and assist with the MT.
- **Weeks 3 – 7** - Candidates plan, implement and assess at least 1 lesson per school day.
- Mentor teachers will complete EDA Assessment training in Google Classroom.
- **Weeks 8 – 15** - Candidates plan, and implement all lessons.

#### Mentor Teacher Requirements



- Must have a Level of Effectiveness of 4 or 5.
- Have a license in the candidate’s desired endorsement area.
- Must have at least three (3) years of teaching experience.

#### Mentor Teacher Stipend



- \$500 for each semester

## Lesson Plans

### Residency I

You will have the primary responsibility for co-planning, writing, implementing, and assessing lessons throughout the semester. Lesson plans should be submitted in the UofM format two teaching days prior to teaching the lesson.

- First seven weeks:
  - one (1) co-evaluation
- Final eight weeks:
  - two (2) formal evaluations
  - teach two (2) different lessons per week
- Semester-long expectations:
  - teach/co-teach with the mentor teacher.
  - use the detailed lesson plan format.

### Residency II

Candidates will complete EdTPA and have formal evaluations that require detailed plans, but will be allowed to use shorter lesson plan formats when the mentor teacher and supervisor agree. Lesson plans should be submitted **two teaching days prior to teaching the lesson.**

Semester-long expectations:

- four (4) formal evaluations
- teach/co-teach every day with the mentor teacher.

## Evaluations

### Pre-Conference

Clinical Supervisors will conduct a pre-conference prior to the evaluated lesson to discuss information about the lesson plan and students (accommodations, engaged learning activities, assessments, etc.) as well as address any areas of concern. The pre-conference with the MT will be completed in conjunction with the co-planning of the lesson.

### Post-Conference

The mentor teacher and the Clinical Supervisor will conduct post-conferences after each evaluated lesson. The purpose of the post-conference is to provide candidates with the opportunity to reflect on their teaching and identify areas of strength and improvement.

### Lesson Reflections

After each formal evaluation, the candidate will respond to the lesson reflection prompts and upload the reflection and a copy of the evaluated lesson plan to their Clinical Supervisor by the beginning of the next school day.

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## SEMESTER-SPECIFIC REQUIREMENTS

### Residency I - Observations

- Candidate will need to observe four different teachers using the form titled “Observation of Teaching.”
- The candidate and the MT will need to work together to determine when and who will be observed.
- The “Observation of Teaching” forms must be uploaded to the assessment system.

### Residency II- EdTPA

- Residency II candidates will complete the Teacher Performance Assessment (edTPA) in accordance with the TN State Department of Education licensure requirements.
- Candidates are required to send home a consent form titled, “Notification of Teacher Candidate Assessment” to all P-12 students involved in the learning segment. All consent forms should be scanned and submitted with the electronic portfolio.
- Additional information about the edTPA and consent forms will be addressed in the seminar.

## GoReact/Assessment System

- Mentor teachers and supervisors will evaluate students using the rubrics in the assessment system.
- The number of evaluations increase between Residency I and Residency II.
- Mentor teachers and supervisors will use GoReact to share real-time feedback to candidates on their teaching.

#### Residency I

- EDA - Educator Disposition Assessment  
Lesson Evaluations (3 Total)
- 1 co-evaluation with mentor teacher and supervisor
  - 1 mentor Evaluation
  - 1 supervisor Evaluation
  - Summative Evaluation

#### Residency II

- EDA - Educator Disposition Assessment  
Lesson Evaluations (4 Total)
- 2 mentor-only evaluations
  - 2 supervisor-only evaluations
  - Summative Evaluation

The Educator Disposition Assessment will be completed by the mentor teacher both semesters.

## CO-TEACHING

The co-teaching model allows the mentor teacher and the candidate an opportunity to work collaboratively with groups of students sharing the planning, organization, implementation, and assessment of instruction and the classroom.

### Strategy

### Definition

One Teach, One Observe

Either the MT or candidate has the primary instructional responsibility while the other collects specific information on the students or focuses on the one who has primary instructional responsibility.

One Teach, One Assist

Either the mentor teacher or candidate has primary instructional responsibility while the other assists students, monitors student behaviors, or corrects assignments.

Station Teaching

Both mentor teacher and candidate split the instructional content into sections and students are divided into groups. Each instructs one of the groups and then rotates so that the students have the opportunity to participate in both groups.

Supplemental Teaching

Either the mentor teacher or candidate work with students at their expected grade level,while the other works with students who need extension or remediation.

Alternative of Differentiated Teaching

Both mentor teacher and candidate teach the same content with the same learning outcome, however both use a different approach of teaching.

Team Teaching

Both mentor teacher and candidate are active participants in teaching the lesson with no clear leader.Both share the teaching, interject information, assist the students and answer questions.

## HAVE QUESTIONS?

Contact [tecpc@memphis.edu](mailto:tecpc@memphis.edu) for general questions.

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