

# **Bound Brook Public Schools**



## **MENTORING HANDBOOK**

# Bound Brook Public Schools Board of Education

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## New Teacher Academy Calendar

(All meetings are mandatory for Novice Teachers.)

August 24-27, 2015	New Teacher Training
August 2015	Building administrators identify pairings of novice teachers and mentors for current school year. This list is forwarded to the Board Office for documentation and approval.
September 2, 2015	Initial Mentoring Meeting to identify goals and responsibilities <b>(Mentors must attend.)</b>
October 7, 2015	Topic: Student Progress/Conferences/SGOs
October 28, 2015	Topic: Report Cards/Conferences <b>(Logs submitted in MyLearningPlan.)</b>
October 13- October 30, 2015	Novice teachers visit mentor's classroom. Visits scheduled through administration.
December 2, 2015	Building based meeting with principals. <b>(Mentors must attend.)</b>
December 14-January 22	Mentors visit novice teacher's classroom. Visits scheduled through administration.
January 6, 2016	Topic: MidYear Assessment/SGO review <b>(Logs submitted in MyLearningPlan.)</b>
February 3, 2016	Topic: At Risk Students
March 2, 2016	Topic: Testing
April 6, 2016	Building based meeting with principals. <b>(Mentors must attend.)</b>
May 4, 2016	Required meeting to discuss and assess the program.
May 20, 2016	Final logs are submitted. Program surveys completed.
June 2016	Administration meets to review the program.



**Bound Brook Public Schools  
Bound Brook, New Jersey**

**VISION**

*“What teachers know and can do is the most important influence on what student learn.”*

*What Matters Most: Teaching for America’s Future (1996)*

Student learning is directly related to teacher competence in the classroom. To maximize a teacher’s impact on student learning, an environment of collaboration, inquiry and reflective thinking must be established. To that end, the Bound Brook Public Schools has a vision, developed with insight on teacher learning, of compatible partnerships between colleagues where the mentor doesn’t just give advice and solve problems, but rather becomes the questioner, listener and models reflective thinking. This vision includes many opportunities for enhancement of professional development and growth as teachers explore their own individual teaching styles in a very supportive school culture.

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## **Section I: Introduction**

### **GOALS OF THE MENTORING PROGRAM**

The goal of the Bound Brook Mentoring Program is to provide guidance, support, advocacy, and coaching for our new teachers. The program pairs individuals to develop and nurture a new teacher to become a successful educator.

The Bound Brook Mentoring Program will:

- Provide the assistance to help beginning teachers to improve their teaching performance and optimize student learning.
- Support growth of knowledge and skills needed by new teachers to be successful.
- Introduce the culture and beliefs of the school district and community to first year teachers.
- Promote the professional and personal well-being of beginning teachers by building a solid foundation for their continued teaching success.
- Provide an opportunity for beginning teachers to analyze, reflect, and evaluate their growth in the profession with assistance from support teachers and the administration.

## MENTORING AGREEMENT

The mentoring agreement brings together the Mentor, the Novice Teacher, and the Principal and spells out each person's responsibilities. When each person's responsibilities are faithfully discharged, children's education will be substantially enhanced. In addition, the experienced professionals, the Mentor and the Principal, make clear that the Novice Teacher is a colleague, and that collegial relationship strengthens the education of the Novice Teacher's students.

**The Mentor and the Novice Teacher hereby agree:**

1. To develop a professional and collegial working relationship by discussing expectations and arriving at mutual understanding about how to work together effectively.
2. To keep all shared information and discussions confidential unless by mutual agreement.

**The Mentor hereby agrees:**

1. To review the background and résumé of the Novice Teacher to provide the type and amount of support indicated by this background.
2. To attend the Novice Teacher's classes regularly and provide the Novice Teacher with feedback, coaching, and support provided by the district.
3. To be available for informal support and consultation.

**The Novice Teacher hereby agrees:**

1. To observe the Mentor's teaching as well as the teaching of other experienced professionals.
2. To work on following the suggestions which the Mentor makes.
3. To seek out the Mentor for answers to questions that may arise.

**The Principal hereby agrees:**

1. To observe and evaluate the Novice Teacher.
2. To provide support to both the Mentor and the Novice Teacher.
3. Not to solicit evaluative comments from the Mentor regarding the Novice Teacher.
4. To allow the Mentor opportunity to observe the Novice Teacher as appropriate.
5. Arrange for the Novice Teacher to observe other teachers.
6. Time to meet and discuss per the NJDOE regulations and agreements.

**All signers agree to follow all NJDOE regulations regarding the Mentoring Program.**

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Novice Teacher \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## AN OUTLINE FOR A SUCCESSFUL FIRST YEAR

### A. Ask for help

1. Day one
2. Paperwork
3. Lessons
4. Classroom management
5. Policies

### B. Flexibility

1. Use common sense
2. Accept/ try suggestions
3. Observe others to further develop own style
4. Adapts to constant changes
5. Open to various ideas and solutions
6. Remain positive

### C. Classroom Management

1. Establish consistent and fair procedures
2. Be proactive/ not reactive
3. Built on respect
4. Caring relationship/ not "buddies"
5. Set clear expectations for classroom interactions and behavior

### D. Classroom Organization

1. Establish procedures
2. Is prepared before class begins
3. Aware of class climate/ environment
4. Back-up and substitute plans in place
5. Room is "user-friendly"
6. Develop positive and professional relationships (students, parents, peers, administration)

### E. Self-Reflection

1. Reflect upon and learn from mistakes
2. Admit personal mistakes
3. Avoid defensiveness

## **SECTION II: SOME THOUGHTS AND CONSIDERATIONS BEFORE SCHOOL STARTS**

### **ORGANIZATION OF PHYSICAL SPACE IN THE CLASSROOM**

Below you will find some suggested areas for discussion when organizing your classroom's physical space:

**Student Desks:** How do you organize the students?

\_\_\_ groups (number in group, location in room, student or teacher choice)

\_\_\_ rows (number in row)

\_\_\_ other patterns for desks (partners, triads, large horseshoe shape, circle, etc.)

\_\_\_ identification of students' workspace (seating charts, nametags, etc.)

**Teacher Workspace:** How do you organize your workspace?

\_\_\_ file cabinet (how do you organize each drawer or file?)

\_\_\_ materials for teacher use only

\_\_\_ extra work tables/ areas

\_\_\_ teacher mailbox

\_\_\_ other

**Supplies and Materials:** Where do you keep personal supplies vs. supplies for students use?

\_\_\_ for teacher use only

\_\_\_ available for student use

## ESTABLISHING ROUTINES

What are the daily/weekly routines in the classroom? How do you teach and involve the students in carrying out these routines?

- |                                  |                              |
|----------------------------------|------------------------------|
| _____ daily attendance           | _____ homework checking      |
| _____ homework collection        | _____ folders for students   |
| _____ lunch count                | _____ make-up work           |
| _____ room jobs/ chores / duties | _____ hall passes            |
| _____ bathroom procedures        | _____ late passes            |
| _____ opening procedures         | _____ sign-out to leave room |
| _____ closing activities         | _____ library passes         |
| _____ weekly attendance          | _____ testing procedures     |
| _____ seasonal activities        | _____ fire drills            |
| _____ monthly activities         | _____ behavior expectations  |

Share with the novice teacher how you selected these routines. Ask the novice teacher to observe your class and see if he/ she can discover more routines you have not shared.

Note: not all the aforementioned routines may be applicable.

## CHECKLIST FOR CAMPUS TOUR

Help your novice teacher locate the following rooms:

- ▶ Room and Keys
- ▶ Your (Mentor) room
- ▶ Teachers' Workroom/ Lounge
- ▶ Teachers' Mailboxes
- ▶ Principal's Office
- ▶ Assistant Principal's Office
- ▶ Counselor's Office
- ▶ Nurse's Office
- ▶ Faculty Restrooms
- ▶ Faculty Parking
- ▶ Supply Room
- ▶ Book Room
- ▶ Custodian's Office
- ▶ Media Center
- ▶ Special Education Offices/ Resource Rooms
- ▶ Fine Arts Area
- ▶ Athletic/ Physical Education Area
- ▶ Computer Labs
- ▶ Cafeteria
- ▶ Any other special rooms on campus

## SPECIAL PHONE NUMBERS

SCHOOL OFFICE: \_\_\_\_\_

MY PRINCIPAL: \_\_\_\_\_

MY MENTOR: \_\_\_\_\_

MY BBEA REPRESENTATIVE: \_\_\_\_\_

NURSE'S OFFICE: \_\_\_\_\_

CUSTODIAN: \_\_\_\_\_

**SUPERINTENDENT OF SCHOOL:** Dr. Daniel Gallagher x2921

**ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION:**  
Elizabeth Fischer x3953

**ADMIN. ASSISTANT FOR THE SUPERINTENDENT:** Mary Ann Everett x2925

**PERSONNEL:** Dr. Daniel Gallagher x2921

**PAYROLL:** Stacie Winkleman x2926

**ABSENCE:** [www.substituteserviceUSA.com](http://www.substituteserviceUSA.com) or (973) 625-7685

**SPECIAL EDUCATION DIRECTOR:** Dr. Petrosino x6989

**HEAD COUNSELOR, K-12:** Jessica Luteran x3966

## RESPONSIBILITIES OF THE MENTOR:

- The mentor teacher must devote at least 30 hours to mentoring each novice teacher exclusive of the mentor training.
- The mentor teacher must be willing to be observed within his/her classroom.
- The mentor teacher may also demonstrate lessons in each novice teacher's classroom.
- The mentor teacher must be available to meet with each novice teacher on a regular basis for support, problem-solving and informal feedback on successes and concerns.
- The mentor teacher will act as a resource for the educational needs of each novice teacher.
- The mentor teacher must protect the confidentiality of any collaboration and discussion with each novice teacher. The mentor teacher shall not be involved in any evaluation.
- The mentor teacher must have a desire to help new teachers grow in their profession and a willingness to devote time to support each novice teacher. Some of this time will be voluntary, as mentors and novice teachers will meet before or after school.
- The mentor teacher and novice teacher will keep a documentation record of observations, peer coaching and informal meetings. This documentation record will serve to certify that the above activities occurred.
  - Mentors must keep logs of contact time with mentees (in MyLearningPlan).
  - Mentors submit those logs to the district office.
- The mentor teacher will complete the Mentor Teacher Survey after the last mentoring meeting to help us effectively evaluate the mentoring program.

## RESPONSIBILITIES OF THE NOVICE TEACHER:

- Novice teachers will be expected to attend all mentoring meetings to discuss common issues and prepare for the challenges during the months ahead. These meeting dates will be determined by administration.
- Novice teachers will keep a personal reflection journal to share with the mentor. This journal will provide the basis for discussion and problem solving.
- Novice teachers will be involved in district in-services (including new teacher orientation) related to their job, whenever possible.
- Novice teacher will meet on a regular basis with the mentor for review of classroom practices and management concerns.
- Novice teacher will take advantage of the opportunity, whenever possible, to observe other tenured teachers with the permission of the teacher.
- Novice teacher will complete Novice Teacher Survey after the last mentoring meeting to help us effectively evaluate the mentoring program.

## ROLE OF THE ADMINISTRATION:

- To be trained in the mentoring process.
- To participate in the selection and assignment of mentors.
- To pair mentors and new teachers.
- To provide a schedule which includes mutual release time for the mentor and new teachers, whenever possible.
- To meet with other administrators to review the program and make recommendations for the following school year.

## **SECTION II: THE FIRST DAYS OF SCHOOL**

### **THE FIRST DAYS OF SCHOOL: GOALS FOR NOVICE TEACHERS**

The activities of the first days of school (examples listed below) should lead to the creation of professional goals. These goals may fit into the following categories:

- A.** The teacher getting to know the students
- B.** The students getting to know the teacher and their peers
- C.** Classroom organization and management

#### **A. Teacher getting to know students**

- Review diagnostic assessment data, both formal and informal
- Monitor student activities, both academic and social
- Actively engage all students in learning activities

#### **B. Students getting to know teacher and their peers**

- Teacher demonstrates personal interest in students
- Students introduce themselves to each other
- Design meaningful activities to make students feel unique and successful.
- Establish an accepting climate

#### **C. Classroom organization and management**

- Acquaint students with room and materials they will use (supplies, texts, building)
- Teach appropriate behaviors, rules, procedures, consequences, attention, and signals
- Explain homework policy
- Be well-prepared and purposeful in your teaching
- Provide an overview of curriculum to be studied

## **MENTOR / NOVICE TEACHER COLLABORATION**

Below you will find possible topics of discussion to assist in a clearer understanding of process, procedure, and expectations. Please ask for assistance from your Principal, if needed.

### **Curriculum and Instruction**

Curriculum Guides On-line

Lesson Plan Development

Provide completed lesson plans

Encourage novice teacher to share a successful lesson plan or concept with the Team/Department

Brainstorm ideas for a new lesson

Develop a thematic unit together

Encourage your novice teacher to try a new strategy

### **Classroom Management**

Provide samples of classroom discipline policies

Suggest options for dealing with inappropriate student behavior

Help novice teacher with filling out discipline forms

Discuss options for classroom management

Recommend successful organizational strategies

### **Observation**

Observe your novice teacher and provide feedback

Demonstrate a lesson for your novice teacher to observe

Work with the principal to arrange for the novice teacher to observe other teachers

Observe another teacher's class together and discuss the class afterwards

### **Student Progress**

Share an effective strategy for grading papers

Share other ways to assess student progress

Examine examples of student work together

Discuss student assessments

## **Parent Contacts/Conferences**

Discuss good parent contact/ conference techniques

Observe novice teacher during a parent contact/ conference

Have your novice teacher sit in on one of your parent conferences

Role play a difficult parent conference, consider having a colleague or administrator sit in on a challenging conference

Discuss with an administrator how and when to end a conference when necessary

Document the discussion points of all parent communication/contacts

## **Teacher Progress**

Ask questions that clarify and deepen the novice teacher's self assessment

Ask questions that help the novice teacher prioritize instructional issues

Listen to the novice teacher's reflections regarding progress

## **Special Education**

Help novice teacher locate IEPs for students

Discuss Special Education processes

## **Technology**

Discuss procedures for Technology

Help novice teacher with curriculum mapping

## **Professional Development**

Discuss the various Professional Development opportunities available in the district

Discuss Professional Development goals for the school year

## QUESTIONS TO ASK YOUR MENTOR

- Whom do I see if I need office supplies?
- Whom do I see if I have a student needing to be evaluated for special education services?
- Whom do I see if a student needs counseling?
- Whom do I see if I need help with a student who is having discipline problems?
- Whom do I see if I need textbooks?
- Whom do I call if I need a substitute?
- What are my hours?
- What do I do if I need to leave my classroom?
- What are the bathroom and hallway rules? Do students need a hall pass?
- What time do students come to the room?
- What special programs do we have?
- When, under what circumstances, is it appropriate to write a discipline referral for a student?
- Where do I park?
- Where do I eat lunch?
- Where do students go in the morning before school starts?
- Do I have any assigned duties?

## DEVELOPING SELF-REFLECTION: NOVICE TEACHERS

A professional portfolio is a valuable resource and aid to the process of self- reflection. It allows the novice teacher to recognize and reflect upon the achievement of specific goals, enhancement of skills, and overall growth as a teacher and professional. Please review the appendix in Section 6 for more details on professional portfolios. The following documents can assist with self- reflection and professional growth:

Reflective journal

A log of professional development activities

Evidence of professional accomplishments (certificates, observation reports, letters of recommendation, etc.)

Evidence of student achievement

Parent contact log

Evidence of participation in school-sponsored activities

Evidence of participation in district and/ or community committees

Implemented lesson plans, handouts and notes

Colleague observation records

Photographs of bulletin boards, displays, and projects

## **SECTION IV: OCTOBER REFLECTIONS**

### **OBSERVATIONS THROUGH THE MENTORING PROCESS**

Observation is an integral part of the mentoring process. It gives participants the opportunity to view techniques and strategies that would enhance classroom practice. It allows for coaching and tutoring. It opens discussion and provides the avenue for problem solving and reflection. Veterans and novices, alike, find that learning from watching others—a demonstration of effective skills—is a two-way street. Observation offers the chance to visually experience a new technique or an introduction to new concepts. Observation, feedback, and support allows participants to gain a better understanding of the teaching practice. As one practitioner expressed, “It provides a mirror for me to view myself in actual practice.”

Observation in the mentoring process is both non-evaluative and **non- judgmental**. Its purpose is to help the participants view and react to the learning and the teaching that occurs within the instructional setting.

The following procedures have been designed to make the observation meaningful and relevant:

1. A request must be made to the administrator of your intent to participate in an observation when release time is needed. They will set up the observation schedule based on funding, substitute availability, and the specific needs of the participants.
2. Upon completion of the observation, the participants should conference. It is suggested that the novice teacher record the goals of the lesson, the learning that resulted from the discussion, and possible implementation plans.

## MENTORING OBSERVATION PROMPTS

There are many useful questions that will help teachers reflect on their lessons after an observation has been completed. This dialogue enables both participants to discuss and evaluate the skills and strategies used during the lesson.

### Overall Lesson Implementation

- How do you think the class went, in light of the objectives you set?
- Did you need to alter your plans at any time during the lesson? Why? How did you accomplish that?
- Was there any one aspect of the lesson that you would like to teach differently? How would you like to change it?
- Were the materials you used helpful in making the concept come alive?
- Can you describe the strengths of the lesson?
- Describe an area of concern during the lesson. What could be done to change the outcome?
- How did you vary teaching techniques to address the academic, emotional, and social needs of all of the students?
- Describe some modifications you made in your lesson to meet the diverse needs of your students.

### Classroom Management

- What classroom management strategies did you use during the lesson?
- Discuss various resources to assist in developing and implementing classroom management strategies.

### Student Interaction/ Participation

- What strategies did you use to encourage student participation?
- Can you describe how the students interacted with one another?
- Identify how you incorporated a variety of questioning techniques that assist students in using higher level thinking skills.
- Can you identify elements of the lesson that help students relate the learning to real-world situations?

### Assessment

- What types of assessment tools to evaluate students' learning?
- Do you feel that the students grasped the concepts? Can you give examples that speak to that point?
- How will you follow up the lesson to check for students' understanding?
- How will your use the assessment tools to enhance your teaching?

## QUESTIONS FOR SELF-REFLECTION: NOVICE TEACHERS

### Overall Lesson Implementation

- Which teaching approaches work best for you? Why?
- What are your strengths? What areas do you feel need improvement?
- What have you done, or could you do, to broaden and deepen your knowledge of the discipline?
- How do your lessons reflect the NJCCCS?
- How have you been able to incorporate technology in order to assist and enhance teaching and learning?

### Classroom Management

- What classroom management strategies do you find successful?
- How have you utilized resources to assist in developing and implementing classroom management strategies?

### Student Interaction/ Participation

- What strategies do you use to encourage student participation?
- How do students perceive your tone and the climate of the classroom?
- What questioning techniques do you implement during your lessons?
- How do you assist students in relating content to real-world situations?

### Assessment

- What types of assessment tools do you use to evaluate students' learning?
- How do you know students have successfully gained an understanding of a concept?
- How do you follow up your lessons to check for students' understanding?
- How do you use the assessment tools to enhance your teaching?

## REFLECTIVE JOURNAL TOPICS: NOVICE TEACHERS

1. When did I feel the most connected, engaged, or affirmed as a teacher this week, especially regarding instructional methods? When did I feel most confident and competent with my instructional skills?
2. When did I feel the most disconnected, disengaged, or discouraged as a teacher this week, especially regarding instructional methods? When did I doubt my instructional competence and confidence?
3. If I could repeat this week, what would I do differently based on the learning and responses of my students especially regarding instructional methods?
4. What am I most proud of this week based on the learning and responses of my students? Were there particular successes related to instructional methods?

Other thoughts about this week

## **Section V : Mentor Resource**

### **HELPFUL HINTS FOR MENTORS**

- Model continuous learning and professionalism.
- Orient the novice to both the workplace and the culture of the community.
- Familiarize novice with the curriculum requirements.
- Familiarize novice with the principles of learning.
- Help novice design and implement effective lessons.
- Inform principal of a need to arrange schedules to allow for collegial planning, visitation, and observations.
- Be positive, supportive, and patient.
- Give advice at appropriate times. Model practices and share strategies.
- Keep the relationship confidential. Colleagues and administrators do not need to know every success and failure.
- Listen to the novice's concerns. They may seem unimportant to you, but they are important to the novice.
- Encourage novice to reflect upon his/ her performance. Take time to debrief teaching episodes, asking novice to explain how and why he/ she performed a particular behavior.

## **SECTION VI : APPENDIX**

### **YOUR PROFESSIONAL PORTFOLIO**

It is important that you maintain a personal and professional file of records that are critical to your job. Proper documentation can help you keep a potential problem from becoming a problem at all.

**Please keep the following records in a separate file:**

- ◆ Your teaching certificate
- ◆ Your letter of employment and a copy of your contract
- ◆ All subsequent contracts
- ◆ CEU certificates from the district
- ◆ Transcripts for college courses
  - ◆ Observations
  - ◆ Evaluations
- ◆ Anecdotal notes from evaluations or observations that required improvement in any area
- ◆ Professional Improvement Plans (PIP)
  - ◆ Professional Growth Hour Documentation
- ◆ Letters of commendations from parents, administrators, Board of Education, or Community organizations
- ◆ Awards and honors
- ◆ Records of any incidents involving discipline, violence, or other disruptive behavior – this includes reports of phone calls, copies of letters or disciplinary referrals, and logs on student behavior
- ◆ An updated resume
- ◆ Summaries of parent conferences
- ◆ Lesson plan books
- ◆ Information on insurance
- ◆ Pension information