Mentor Teacher Invitation

Aloha Prospective Mentor Teacher!

Thank you for expressing an interest in mentoring. Your commitment to the education of the next generation of teachers is a gracious gift, and is essential to the development of our profession. The Exceptional Students and Elementary Education (ESEE) Program, Institute for Teacher Education (ITE), invites you to work with our teacher education students (teacher candidates) during their field experience (OP—observation/participation) and student teaching semesters. Your school has signed on to work with us for the entire two-year program, you, as an individual teacher, can step in and out on a semester-by-semester basis.

There are two workshops required in preparation for the co-teaching as a model of field experience. They will be provided on your campus prior to the start of each new semester. One covers the fundamentals of co-teaching and will prepare participants to co-teach with any other professional. It is only required once. The second is an orientation workshop specifically for each mentor and teacher candidate to begin working together. This meeting will focus in on building the relationship required for co-teaching and sharing the expectations of mentors and candidates. This workshop is repeatable if you have a new teacher candidate in future semesters.

During the first field experience (Spring 2016) teacher candidates work with mentor teachers in classrooms four mornings per week for a combination of observation and co-teaching. Roughly 7:30am – 12:00pm.

The second field experience (Fall 2016) the teacher candidates will report to school for one week to learn about the classroom context where they will later be immersed. Next they report to UH for 8 weeks to study a variety of content and methodology. Finally, they will finish off the final 7 weeks of the semester co-teaching with you in your classroom four full days a week. This will begin to prepare them for the intensity of student teaching.

During student teaching (Spring 2017), teacher candidates work with their mentor teachers all day. They will apprentice for 8 weeks in a GEN setting and then 8 weeks in a SPED setting. Ideally, candidates will work in inclusive classrooms, shadowing different teachers in the same setting for the entire semester.

UHM faculty member field supervisor(s) visit the teacher candidates in the classroom on a regular basis to provide support and feedback on students’ progress. The UHM faculty members are there to talk with mentor teachers, answer questions, and address any concerns that arise. UHM faculty members, school mentor teachers, and teacher candidates share in the assessment of candidates’ performance. UHM faculty members are responsible for assigning grades.

ESEE assigns each teacher candidate a UHM supervisor from the Special Education Department as well as from the Elementary Education Department. They will coordinate the supervision and offer multiple perspectives and support options for both the teacher candidate and the mentor.

All Mentor Teachers receive certificates of service. Certificates may be used as evidence of mentoring service toward license renewal with HTSB. As of Fall 2009, each partner *school* working with COE teacher candidates receives payment for services based on the total number of teacher candidates placed at the school ($50 for each OP student/semester, $200 for each student teacher/semester). Each partner school has the autonomy to decide how partnership payments are used (i.e., professional development, supplies and materials, support to mentor teachers, etc.). Individual mentor teachers no longer need to be employed as casual hires of the university and submit tax forms.

Additional materials and supports for mentors are available on our Merged Program website. **[http://eseeprogram.weebly.com](http://eseeprogram.weebly.com" \t "_blank)**

Please do not hesitate to contact your school site liaison to ask specific questions. You are an essential component in our mission of preparing quality educators for our state. We want to support our mentors and partner schools in as many ways as possible.

If you are interested in working with the ESEE Program, please complete and return the attached Mentor Teacher Invitation Form to the university cohort coordinator or field supervisor working with your school. If you have any further questions about mentoring, please contact:

Lysandra Cook Merged Program Project Director (808) 956-3875 lhcook@hawaii.edu

We look forward to working with you.

*Mahalo nui loa!*

**MENTOR TEACHER INVITATION FORM**

**Please complete and return to the university cohort coordinator or field supervisor working with your school.**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FIRST MIDDLE INITIAL LAST

School:

Home or Cell Phone: School Phone:

E-Mail: (k12.hi.us)

What grade level(s) do you teach? Current Room Number\_\_\_\_\_\_\_\_\_\_

Semester(s) you desire to mentor?

Fall 20\_\_\_ \_\_\_\_\_\_ Spring 20\_\_\_ \_\_\_\_\_ Fall 20\_\_\_ \_\_\_\_\_\_ Spring 20\_\_\_ \_\_\_\_\_\_

**Please check as appropriate (this information is used for reporting statistical data for accreditation purposes):**

**Female\_\_\_\_ Male\_\_\_\_**

**Bachelors\_\_\_\_ Masters\_\_\_\_ Other\_\_\_\_**

**HTSB License: \_\_\_\_ Other License: \_\_\_\_**

**# of Years of Elementary Teaching Experience \_\_\_\_\_\_\_ # of Years of SPED Teaching Experience \_\_\_\_\_\_\_**

**Other Comments:**

**Please sign and have your principal sign to indicate approval. Mahalo nui loa!**

Teacher’s signature: Date:

Principal’s signature: Date: