

St. Johns County School District

Side-By-Side Coaching/Lesson Study Guidelines

Background: During the current school year, any Mentor who has completed the updated CET/Mentor Training in SJCSJ may request the opportunity to conduct an observation/feedback cycle with the assigned Mentee. The Mentor may apply for a ½ day or a whole day substitute for both teachers depending on the format requested. This may take place in the form of the following:

- A. Mentor observes the Mentee conduct a lesson and provides targeted feedback
 - a. requests a ½ day sub for Mentee (for feedback conversation)
 - b. requests whole day sub for Mentor (to observe and to conduct feedback conversation)
- B. The Mentor arranges to observe a third-party teacher in a Lesson Study Structure
 - a. Requests whole day for both Mentor and Mentee to observe, reflect, conduct feedback conversation, and then to discuss application to Mentee practices and planning)
- C. The Mentor arranges for Side-By-Side Coaching Practice with the Professional Development Department before conducting with Mentee
 - a. Mentor arranges a time/date with the Professional Development Department
 - b. Mentor arranges to observe a third-party teacher on the determined time/date
 - c. Requests a ½ day sub
 - i. A group of Mentors could participate together

Who: Any Mentor/Mentee Partnership in which the Mentor has participated in the updated Clinical Educator /Mentor Training

Time period: October 30, 2020 through April 30, 2021

Accountability: The Mentor agrees to share the process/outcomes of the experience at the next Monthly CET/Mentor Follow-Up Session

Delimiters: Due to a limited amount of funds, priority will be given to those with Mentees with the least amount of experience or who are exhibiting signs of challenge. Only one application may be submitted by any Mentor at any time. A new application may be submitted after sharing at the next Monthly Session. Applications must be submitted at least one month in advance of the requested date.

Guidelines to follow:

- Mentor must have participated in the updated CET/Mentor Training through SJCSJ
- The identified day or 1/2 day must be pre-approved by the principal (see attachment).
- All observations should be pre-arranged with the teacher being observed.
- Teacher inservice points (up to 7) can be awarded if teacher signs up in BusinessPlus.
- Upon approval, new teacher arranges for a substitute via Smart Find and registers in BusinessPlus.
- The school secretary calls Brittany Mickler at 547-8928 for costing line to charge substitute.
- Mentor and Mentee provide sub plans so learning continues in their own classroom.
- Mentee completes the Observation Organizer and Mentor utilizes the Observation and Feedback tools from training
- Teachers visit designated classroom during designated time.
- Mentor shares the reflections of the experience at the next Monthly CET/Mentor Session

Checklist

<input type="checkbox"/>	Mentor arranges for a session with the Mentee
<input type="checkbox"/>	Mentor arranges for third-party teacher or PD Representative (if applicable)
<input type="checkbox"/>	Completed Application Form to the Principal for Approval
<input type="checkbox"/>	Principal Approved Application submitted to the Professional Development Department
<input type="checkbox"/>	Upon Final Approval, PD Department creates course in BusinessPlus
<input type="checkbox"/>	Mentor and Mentee arrange for a substitute and communicate date/location with school secretary
<input type="checkbox"/>	Mentor and Mentee register in BusinessPlus for Inservice Points
<input type="checkbox"/>	Mentor gathers all forms needed
<input type="checkbox"/>	Observation / Feedback Cycle takes place
<input type="checkbox"/>	Mentor presents at the next Monthly CET/Mentor Session

St. Johns County School District
Side-By-Side Coaching/Lesson Study Application

Mentor Name _____ **E#** _____

Mentee Name _____ **E#** _____

Mentee # Years Teaching Experience _____

School Name _____

I would like to request the following:

Mentor

☐ half day ☐ whole day

Date: Click or tap to enter a date.

Mentee

☐ half day ☐ whole day

Date: Click or tap to enter a date.

Select One:

- ☐ Mentor observes the Mentee conduct a lesson and provides targeted feedback
- ☐ The Mentor arranges to observe a third-party teacher in a Lesson Study Structure

Name of Teacher: _____

- ☐ The Mentor arranges for Side-By-Side Coaching Practice with the Professional Development Department before Conducting with Mentee

Principal Approval: _____ **Date:** _____

Submitted to School Secretary Date: _____

School Secretary calls Brittany Mickler for costing line to charge substitute – 547-8928