

Mentor Minutes

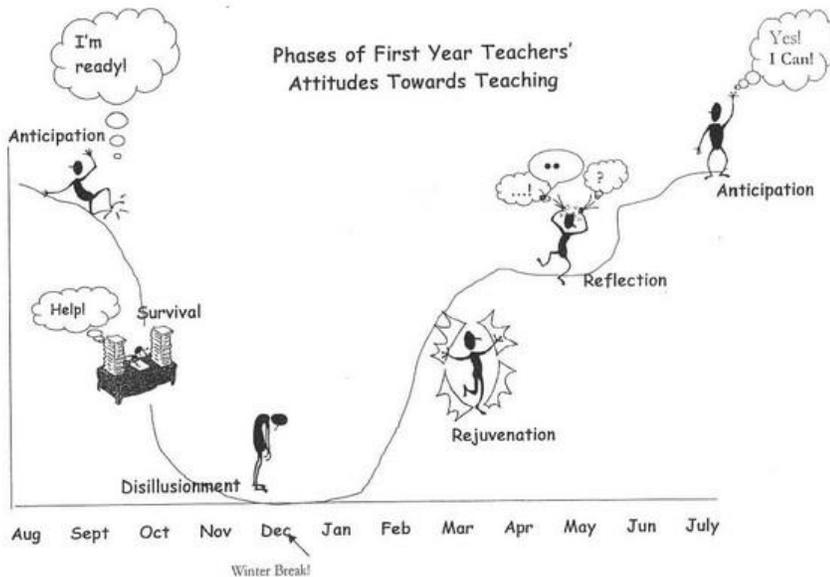
October 2019

Better than a thousand days of diligent study is one day with a great teacher.

-Japanese Proverb



The Survival Phase



The Survival Phase: The first month of school is very overwhelming for new teachers. They are learning a lot and at a very rapid pace. Beginning teachers are instantly bombarded with a variety of problems and situations they had not anticipated. Despite teacher preparation programs, new teachers are caught off guard by the realities of teaching.

During the survival phase, most new teachers struggle to keep their heads above water. They become very focused and consumed with the day-to-day routine of teaching. There is little time to stop and reflect on their experiences. It is not uncommon for new teachers to spend up to seventy hours a week on schoolwork.

Evaluation Process: Administrators are required to have your 40th day evaluation completed this month. Though you may be in the Survival Phase and feeling overwhelmed, make planning a great lesson a priority, and be open to feedback from your

Data Collection

Data collection and regular progress monitoring is needed to complete school data reporting mandates. It is also needed to include in specialized progress reports and to complete IEPs. This data should help to drive instruction and assist you in meeting the needs of your students.

- Step 1 - Unpack the Objective
- Step 2 - What is your measuring tool?
- Step 3 - How do you plan to chart progress?

Remember to upload/scan data collection sheets into Accelify/Onbase on a monthly basis.

Reminders

Your Special Education IC and IS are available to support you with data collection and IEP questions. Please email them to ask for assistance.

evaluator. Providing constructive feedback is part of this process, so be sure to incorporate any feedback you may receive into your planning and instruction. It is a good idea to review your observation notes and/or recommendations with your mentor.

Specialized Progress Reports and Grades

Friday, October 18th, is the end of the grading period which means it's time to write specialized progress reports and collaborate with general education teachers to determine grades!

*****Be sure to check each students' IEP for both accommodations regarding determining grades and the requirements for reporting student progress, as this may differ for each student.*****

Below are guideline regarding Specialized Progress Reports:

1. Report of Progress on IEP goals is required in addition to the report card. Parents are to be informed of their child's progress in all goal areas.
2. It is the responsibility of the case manager to prepare and send the report of progress home.
3. It is the responsibility of the general education teacher(s) to provide the special education case manager and service providers with data from the classroom and assist in documenting progress on goals (although the case manager should not rely solely on the general education teacher and should be keeping data for each of the students on their caseload).
4. When the IEP is reviewed (at least annually) the present levels of performance and/or evaluation results should reflect the progress made on previous goals.

Acceliplan Tips:

The link to a student's progress report will be under 'Upcoming Events'. The form is very simple and easy to complete. See the attached example.

Calming the Chaos- Continuing to Establish Procedures and Expectations

Structure and procedures are vital parts of classroom management. Every part of the day needs to be thought through and brought into alignment with what works best for your teaching style, your students' personalities, the age group and any special challenges that could cause a distraction.

Take Time to Reflect on These Procedures:

- Entering/Leaving the classroom
- Posting your objectives/daily schedule
- Quiet Signal
- Listening/Responding to class discussions (accountable talk)
- When kids need a pencil or piece of paper

Think about what you do for each of these procedures. Do the students understand the expectations? If not, continue to discuss the procedures as a class, make posters and/or act out what should be seen or heard in these situations. If you need some help, ask your CT for support.

COURSE REMINDERS:

The following classes are **required** for all new special education teachers. Please follow the links to sign in through MyPGS.

Novice Seminar (on-site if offered at your school, or the regional course if not)

[#13981 *Novice On-Site Seminar 2019-2020](#)

[#13930 *Novice Regional Seminar 2019-2020](#)

Acceliplan (if you haven't already taken the full-day training)

[#13517 AcceliPLAN for New Teachers](#)

KTEA-3

[#13666 KTEA-3 for Case Managers \(Mandatory\)](#)

Check it out:

Compliance Binder

Don't forget to bookmark the Compliance Binder on your desktop. This has exemplar document to assist with writing PWNPRs, the Special Education Procedure Manual, Special Education Fast Fact Monthly Newsletter and Accelify update information.

IEP Transfer Data: This webinar discusses how to transfer a student into Accelify, and how different decisions in the Transfer Data event can lead to different outcomes in terms of the next events to be completed for the student.

Readworks <http://www.readworks.org/>

This site has free reading passages along with supporting assignment sheets. You can choose a skill to focus on or a grade level or Lexile level. Elementary-MS (limited for HS) FREE



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