

**Teacher-Mentor COLLABORATIVE DISCUSSION GUIDE**

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| **Mentee:** | **Mentor:** | **Date & Time:** |
| **Grade Level/Subject:** |
| **SLGs/Goals:** |
| *Check all that apply:* |
| * Modeling Lesson
* Observing Instruction
* Discussing Content Standards
 | * Planning Lesson
* Problem Solving
* IEP Development/Meeting
 | * Pre-Observation Conference
* Post-Observation Conference
* Observing Veteran Teacher
 | * Communication with Parents
* Discussing Case Study Student
* Reflecting
 |
| **Successes** (improvement strategies, building relationships, management, etc.): | **Focus** (challenge, concern, collaborative project, etc.): |
| Evidence/Data | Evidence/Data |
| **Mentee’s next steps:** | **Support Needed From Mentor:** |
| **Next meeting date and time:** | **Focus:** |

**District Puts Own Teacher Evaluation Rubric Here (Danielson, Marzano, Marshall, Legends, etc)**

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| **Professional Responsibilities** | **Planning & Preparation** | **Classroom Environment** | **Instruction** |
| * Reflecting on Teaching
 | * Knowledge of Content & Pedagogy
 | * Environment of Respect & Rapport
 | * Communicating with Students
 |
| * Maintaining Accurate Records
 | * Knowledge of Students
 | * Culture for Learning
 | * Question & Discussion Techniques
 |
| * Communicating with Families
 | * Setting Instructional Outcomes
 | * Managing Classroom Procedures
 | * Engaging Students in Learning
 |
| * Participating in Professional Community
 | * Knowledge of Resources
 | * Managing Student Behavior
 | * Using Assessments in Instruction
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| * Growing & Developing Professionally
 | * Designing Coherent Instruction
 | * Organizing Physical Space
 | * Flexibility & Responsiveness
 |
| * Showing Professionalism
 | * Designing Student Assessments
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Based on models of Cognitive Coaching from Costa and Garmston, Collaborative Coaching from West Ed, and Appreciative Inquiry from https://appreciativeinquiry.champlain.edu/ as adapted by TeachOntario Canada in Mentoring for All, and New Teacher Center CAL, 2016