Administrator Mentor Roundtable 3, Lesson Plan

TOPIC - Meeting With the District Office Supervisor: Guidance, Tools, and Tips!

**Introduction and Objectives**

Introduction:

Periodic communication with the Beginning Administrator Mentee’s supervisor is essential. The mentor has an opportunity to collaborate on behalf of the mentee’s success. Establishing rapport and building trust are critical for the relationship with the supervisor and should deepen and strengthen over time.

Objectives:

Each participant will:

* Become familiar with the *CDG-District Office Supervisor* template and *Guidelines for Use*.
* Review an example of a completed CDG and engage in preparing for an upcoming meeting with the supervisor.
* Develop strength in participating in an online **professional learning community.**

**Materials/Resources**

*Blended Coaching* by Bloom, (2005):

Pg. 9- *The coach practices in an ethical manner.*

Pg. 10- *Coaching is not supervision, but effective supervisors coach a lot.*

Pg. 112- *Can Supervisors Be Coaches?*

Presentation PowerPoint – *Meeting With the District Office Supervisor: Guidance, Tools, and Tips!*

Handouts

* *Collaborative Discussion Guide - District Office Supervisor* (template)
* *Collaborative Discussion Guide - District Office Supervisor* (completed CDG example)
* *Collaborative Discussion Guide (CDG)- District Office Supervisor: Guidelines for*

 *Use*

* Participant Agenda- Note-taking/Application Guide

**Procedure**

**Pre-Read** relevant pages/sections in *Blended Coaching* listed aboveto help set context. Review the handouts listed above to become familiar/refreshed on CDG and Guidelines for Use.

1. Activate prior knowledge: Ask, “How have you used the CDG and how has it impacted your work with your mentee?” Take a moment to reflect on this question and be prepared to share out with our PLC.
2. “Today, we will look at how to use a CDG with a District Office Supervisor or Local Education Administrator (LEA)
3. Share PowerPoint and embedded activities.
* Make sure participants have handouts ready to refer to during PowerPoint presentation as well as *Blended Coaching* book.
1. Circle back to any unanswered questions or items that need clarification or further explanation.

**Summarize**

Summarize slide in PPT

* The mentor can maximize...

Today we have examined the *CDG- District Office Supervisor*, within the larger context of a meeting with the Supervisor/LEA. Mentors should review the materials again before their meeting with the Supervisor in order to increase their own comfort level and prepare what is needed for the meeting.

**Reflect/Apply**

Reflect/Apply slide in PPT

* Think about what you learned today…

(Steps you would like to take to prepare for your next meeting with the supervisor.)

Jot these down on your *Participant Agenda.*

**Final Thought**

***“The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them.”* — John C Maxwell: The 17th Irrefutable Laws of Teamwork (2001, 185)**

**Additional resources**

[**ODE Mentoring Professional Learning Opportunities**](https://www.oregon.gov/ode/schools-and-districts/grants/mentoring/Pages/Mentoring-PD.aspx)

On this ODE site, you will find the *Entry Conversation Supervisor* protocol and other useful resources under the *In Person Kick Start.*