

ODE BEGINNING ADMINISTRATOR MENTOR

Roundtable 3

Participant Agenda & Notetaking/Application

Today’s Objectives:

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

**Norms for Collaboration for Online Professional Learning**

In an online environment, facilitators and participates create a unique social world and virtual network that decentralizes and enriches the process of learning. While everyone has varying levels of comfort and ease with using technology, online professional learning requires some of the same collaborative norms as in-person learning. It also requires some norms specific to our online environment.

**Honor online meeting commitments** - Arrive on time and participate fully until meeting is over.

**Respectful Use of Electronics** - Make an effort to learn to use the technology for online collaboration, and ask for help if needed. Use computer/tablet for note taking, if you like, but please disconnect from email so you can better connect with colleagues and content during our meeting.

**Equity of Voice** -Hear all voices. Provide opportunities for others to speak

**Active Listening** -Truly listen to what people are saying, rather than thinking about how you will respond. Fully engage in online conversations, practice active listening, and respond verbally and/or in the chat box when asked.

**Respect for all perspectives** -We all have different experiences and come with different perspectives

**Safety and Confidentiality** -Our purpose is to learn how to support each other and maintain professionalism. This sets a context of safety to share ideas and grow. Confidentiality honors those who are in the room.

| Activity/Topic | Notes on Learning | Application of Learning:(What I will do as a result of this learning) |
| --- | --- | --- |
| **Prep for Online Participation** * Recommended: Sign-on to the online
* Roundtable 15 minutes early to settle in,
* Receive technical assistance as needed.
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| **Welcome and Let’s Begin** |  |  |
| **Connector: Current Role** * Pair/share
* How does today’s topic, *Meeting with the District/LEA Administrator,* relate to what you are currently doing?
 |  |  |
| **Connector: Time & Activities** Group Poll How do you spend your Mentor Time?Mentor Log Categories:\_\_\_Time Management\_\_\_Pre/Post Discussion\_\_\_Communication\_\_\_Culture and Climate\_\_\_Meeting Planning\_\_\_Observation\_\_\_Resources\_\_\_Beg. Admin. or Superintendent PD \_\_\_One to One\_\_\_Meeting with the District/LEA Supervisor |
| **Prior Knowledge** How have you used the collaborativeDiscussion Guide (CDG) and how has it impacted your work with your mentee? |

| Activity/Topic | Notes on Learning | Application of Learning:(What I will do as a result of this learning) |
| --- | --- | --- |
| **Meeting with the Supervisor** 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/LEA 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.** |
| **Guidance**Letter of Commitment: Mentor Letter of Commitment: District/LEA Administrator  |
| **Tools** CDG - District/LEA Supervisor Guidelines for Use  |
| Five Facilitative Coaching Moves:1. Paraphrasing
2. Clarifying Questions
3. Paraphrasing with Interpretation
4. Mediational Questions
5. Summarizing Statements
 |  |  |
| Sample CDG - District/LEA Supervisor |
| **Tips****Your Turn!** With a partner talk about: * How to use the CDG- DIstrict/LEA Supervisor Tool in your setting
* What you need to do to ‘preload’ this for success with both the beginning administrator and supervisor

Tips/strategies that have worked for you if you have already used the CDG- District/LEA Supervisor Tool. |
| **Summary**The mentor can maximize the coaching experience for the mentee by meeting with the supervisor. Periodic meetings with the supervisor helps him/her to become more knowledgeable about the mentor program, and its benefits, as well as provides an opportunity for valuable input on behalf of the mentee. |
| **Reflect and Apply**Think about what you learned today that might be useful in communicating with your mentee’s District/LEA Supervisor.* Jot down one or more tips for meeting with the mentee’s supervisor you would like to try out

OR* Jot down what steps you need to take to prepare for a meeting with the supervisor
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**Final Thought**

*“The single biggest way to impact an organization is to focus on leadership development There is almost no limit to the poten*tial of an organization that recruits good people, raises them as leaders and continuously develops them” - Maxwell: *The 17 Irrefutable Laws of Teamwork* (2001, p 186)

**Closure & Appreciation**

* Thank you for being in our BAM professional learning community!