



Outlined below are the Responsibilities of the:

- ♦ Campus Administrator
- ♦ Mentor Teacher



## Responsibilities of the Campus Administrator

The **Campus Administrator** is the primary provider of leadership at the campus level and assures the success of the Intern during the two semesters of internship. Important responsibilities of the Campus Administrator include the following categories:

### ORIENTATION

- ♦ Welcomes the Intern to the campus
- ♦ Introduces the Intern to campus staff and faculty
- ♦ Selects the best possible Mentor Teacher for the Intern

### COLLABORATION

- ♦ Grants permission for the Field Supervisor and Program Directors to visit and observe the Intern's classroom
- ♦ Communicates to the Field Supervisor any concerns about the program and/or the performance of the Intern, including development of an Improvement Plan
- ♦ Notifies the Field Supervisor of any concerns regarding the need to change Mentor Teachers - this is done only as a last resort!

### PLANNING AND OBSERVATION

- ♦ Monitors to assure that the Mentor Teacher and the Intern maintain weekly planning sessions throughout the year
- ♦ Encourages the Intern to seek opportunities to observe the Mentor and other master teachers while teaching

### TRAINING AND PROFESSIONAL DEVELOPMENT

- ♦ Encourages the Mentor Teacher and Intern to attend together the training session scheduled by the Field Supervisor during the first semester of Internship and the best practices session during the second semester.
- ♦ Understands the importance of the Intern's attendance at each and all Intern Development Sessions facilitated by the act♦houston Field Supervisor

### COACHING / EVALUATION

- ♦ Evaluates the Intern prior to the 31<sup>st</sup> week of classes during internship using the PDAS as Summative Evaluation
- ♦ Conducts "Walk-Throughs" as deemed necessary
- ♦ Recommends the Intern for state certification prior to the end of the 2<sup>nd</sup> semester of Internship



## Responsibilities of the Mentor Teacher

The **Mentor Teacher** is the primary source of day-to-day support and facilitation for the Intern during the first year in the classroom. As such, the Mentor Teacher is not responsible for evaluating the Intern's performance in the classroom.

Through the program internship fee, the Intern compensates the Mentor Teacher for this important role. Responsibilities of the Mentor Teacher include:

### Orientation

- ◆ Welcomes the Intern to the campus and acquaints the Intern to the school facilities, policies, procedures, and faculty /school/community cultures
- ◆ Introduces the Intern to the school district curriculum
- ◆ Familiarizes the Intern with campus/district management plan

### Collaboration

- ◆ Communicates the role of the Mentor Teacher to the Intern as being one of a facilitator, a coach, and a support system
- ◆ Fosters a supportive rather than supervisory relationship

### Planning & Observation

- ◆ Plans on a weekly basis with the Intern who maintains documentation through written logs that are turned in at monthly IDS meetings
- ◆ Facilitates opportunities for the Intern to observe the mentor and other educators while teaching
- ◆ Assists the Intern in developing engaging, effective lessons
- ◆ Provides informal feedback to the Intern when asked to observe or comment on the Intern's performance in the classroom

### Role Modeling

- ◆ Serves as a role model in both personal and professional behavior
- ◆ Exemplifies the profession, both within the classroom and beyond the classroom walls
- ◆ Assists the Intern in developing a sense of professional identity and competence

### Training and Professional Development

- ◆ Attends the Mentor Teacher - Intern training session with the Intern at the beginning of the first semester of internship
- ◆ Attends the Best Practices Intern Development Session with the Intern during the second semester
- ◆ Submits required paperwork to the program by the specified deadlines
- ◆ Encourages professional development and growth through introductions to local and state professional organizations, staff development offerings, and opportunities to increase content and professional knowledge