**PLANNING AND PREPARATION**

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| Module 1A | **What Do I Teach and Where Do I Begin?** |
|  | *An effective educator knows the importance of planning and preparation before stepping into the classroom.*  Stressing the importance of planning and preparation before stepping into the classroom, the inductee will become familiar with curriculum content and curriculum documents available on the Career Center’s network. The source of the curriculum content and the importance of keeping it relevant will lead the new teacher to learn about the Program of Study, industry credentials, the PA Core Standards, and networking with local business and industries.  The inductee is instructed on how to use his or her knowledge of the course content to structure learning activities and scaffold instruction. He or she will be directed through the development of valuable lesson plans that will guide the new teacher in instruction. |

Teachers: What curriculum resources are most important to your daily planning routine?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 1B | **Who Are They**? |
|  | *An effective educator knows his or her students and uses that knowledge to move learning forward.*  The inductee will learn how to get to know his or her students and how to use their interests to motivate and engage them in learning. The inductee will be introduced to Career Center personnel who will provide guidance on how to access student information available through student records, Educational and Occupational Objectives, IEPs, etc. Guidance will also be provided as the new teacher uses knowledge of his or her students to develop learning activities to meet the needs of students. |

Teachers: Describe an activity where you learn about or “get to know” your students. Where do you find the necessary information needed to develop lessons for students with specific needs?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 1C | **What Will They Learn?** |
|  | *An effective educator sets appropriate outcomes.*  Focusing on the importance of instructional outcomes, the inductee will become familiar on how to select appropriate instructional outcomes and how to communicate to students what they should know after completing the learning activity. The inductee will be guided through designing lesson plans that reflect learning outcomes that align with the Program of Study. |

Teacher: Describe how you ensure students know what they are learning each day. How do plan activities and structure your classroom so students focus on achieving the instructional outcomes?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 1D | **Where are the Resources?** |
|  | *An effective educator is aware of the resources available and utilizes them to enhance knowledge and deliver instruction.*  The inductee will become familiar with resources provided by Mercer County Career Center and available through Pennsylvania Department of Education, including SOAR (Students Occupationally and Academically Ready) and SAS (Standards Aligned System). Career Center personnel will assist the inductee in learning about how to access materials and supplies, maintain inventory records, request new equipment or instructor training. The Technology Coordinator will guide the inductee in the use of technological resources. |

Teacher: Describe what resources you use when planning and developing daily lessons for students.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 1E | **How Do I Design Instruction That Makes Sense?** |
|  | *An effective educator coordinates and aligns knowledge of the content, students, and resources to design valuable learning experiences.*  Learning how to sequence instruction is important if student learning is to advance. The inductee will be guided through the design and development of instructional learning activities that engage students. Focusing on establishing a culture of learning, emphasis will be on designing instruction that keep students engaged from the start to the end of the class session in a way to effectively use instructional time and maximize learning. |

Teacher: What are the strategies and/or activities you use the most or are most comfortable using to create meaningful lessons?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 1F | **What Did My Students Learn?** |
|  | *An effective educator aligns assessments with the outcomes and clearly defines assessment criteria.*  Learning how to measure what the students have learned will be the focus of the module. The new teacher will be guided in designing a variety of assessments, including rubrics for shop projects. Instruction on how to analyze assessment results, including NOCTI, will be presented. The inductee will also learn how to use assessment results to improve instruction. |

Teacher: What assessments (both formative and summative) do you use to ensure student are learning?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLASSROOM ENVIRONMENT**

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| Module 2A | **How Do I Create a Respectful Environment?** |
|  | *An effective educator models respectful conduct toward students and expects students to be respectful to each other.*  The importance of modeling respectful interaction with students, in words and actions is discussed. The inductee is offered guidance regarding how to develop classroom rules and expectations. Specifics of the Career Center’s School-Wide Positive Behavior System is reviewed. The inductee is directed to policies and procedures regarding bullying and harassment and provided a clear understanding of behaviors that will not be tolerated. |

Teacher: Describe the most important/effective rules and routines in your classroom.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 2B | **How Can I Develop a Culture of Learning?** |
|  | *An effective educator communicates, through words and actions, that what takes place in the classroom is important.*  Emphasis will be on what the new teacher can do to develop a classroom characterized by high expectations. Discussion will occur regarding ways the teacher can encourage students to take pride in their work and recognize the value of learning. As the inductee is guided through the importance of a safe learning environment, the Safety Coordinator will provide the new teacher with information regarding the importance of shop safety, documenting students have received safety instruction prior to using equipment, the Student Safety Committee, the Safety Audit Checklist and other aspects of safety and security.  Discussion will occur regarding how a clean and neatly organized lab and classroom can contribute to an effective learning environment. |

Teacher: What strategies (STRIVE) are used to ensure high expectations are in place for learning, behavior, etc.?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 2C | **How Can I Organize the Chaos?** |
|  | *An effective educator recognizes that established routines and procedures contribute to a smoothly run classroom and efficient use of time.*  The efficient use of instructional time is stressed and the inductee is guided as he or she establishes routines for the classroom and lab. Focus will be given to the staggered start and stop schedule at Mercer County Career Center and instruction that can take place during these time periods. |

Teacher: How do you structure your class for all levels of students to ensure loss of instructional time is minimized?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 2D | **Did you know teachers Have Eyes in the Back of Their Heads?** |
|  | *An effective educator sets clear standards for student conduct and monitors behavior.*  An orderly environment where students feel safe and respected is important to the learning process. The teacher must be aware of what is happening in the classroom and lab and actively monitors student behavior. Discussion will occur regarding how classroom management impacts the responsibility of the teacher to ensure the safety and welfare of students. The new teacher will be guided in establishing clear standards of conduct in the classroom and provided with strategies on how to reinforce positive behavior, as well as how to respond to improper behavior without undermining the dignity of the student. STRIVE, the school-wide positive behavior system will be reviewed. The Student Code of Conduct and related procedures will be reviewed. |

Teachers: Describe how you create a sense of respect and trust with your students.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 2E | **What Difference Does It Make If My Space is Disorganized?** |
|  | *An effective educator recognizes that learning can best occur in a safe, well organized space.*  Information regarding a safe, well organized learning space will be provided to assist the new teacher to be able to organize the classroom and lab to be able to best view students while they are working. The Safety Coordinator will be a resource for the teacher to ensure safety regulations are followed. |

Teacher: Describe the importance of students’ safety and how you emphasize safety in your classroom.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**INSTRUCTION**

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| Module 3A | **How Do I Connect With My Students?** |
|  | *An effective teacher understands the importance of clear communication, in the use of both oral and written language, and models the correct use of language.*  The inductee will examine how to clearly communicate expectations for learning, directions for activities, explanation of content and the overall importance of communicating with students for purposeful teaching and learning. |

Teacher: Are you a teacher, mentor, boss, or coach? Explain why proper roles and appropriate communication are key to the success of your classroom.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 3B | **Am I Asking the Right Questions?** |
|  | *An Effective Educator asks the right questions to engage students in higher thinking skills and encourage deeper understanding.*  Asking questions is an instructional strategy long used by teachers, but simply asking questions is not enough. The inductee will learn that asking the right questions can promote learning through discussion and encourage higher levels of thinking. |

Teacher: Explain how you get students to **think** about what they are learning.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 3C | **Is It Enough Just to Keep Students Busy?** |
|  | *An effective educator engages students in learning activities and assignments.*  Learning how to engage students is essential if the inductee is to become an effective educator. The inductee will grow to understand the difference between students who are busy and students on task and engaged in learning. How to develop activities and assignments that engage students in learning and what methods can be used to ensure learning continues during the staggered start and stop times will be examined. |

Teacher: What are key elements to creating engaging lessons?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 3D | **What Did They Learn?** |
|  | *An effective educator recognizes that assessment of student learning is part of instruction.*  The inductee will examine how to monitor student learning, various assessment methods, and how to make assessment an integral part of instruction. Guidance on how to critique and design assessment instruments will be provided. The importance of teacher presence in the shop and classroom to monitor student learning and to offer feedback is emphasized. |

Teacher: What is your feedback to students? How do you truly know they learned by completing your assignment?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 3E | **What If It Isn’t in the Lesson Plan?** |
|  | *An effective educator seizes on teachable moments.*  Discussion occurs regarding teachable moments and the need for flexibility and responsiveness. |

Teacher: Describe a situation where you had to “punt” or took advantage of a teachable moment.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL RESPONSIBILITIES**

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| Module 4A | **How Can I Make It Better?** |
|  | *An effective educator makes it a habit to reflect on instruction and related student assessment endeavoring to improve teaching and learning.*  How to reflect on instruction in order to improve teaching and learning will be the focus of the module. After lesson presentations, the inductee will analyze instruction and discuss how improvements can be made. |

Teacher: Reflect on a recent lesson. What could have made it more effective?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 4B | **How Can I Keep Track of Everything?** |
|  | *An effective educator recognizes his or her responsibility to maintain accurate and appropriate records.*  The inductee will learn what records the teacher is responsible for maintaining and the procedures and systems used at Mercer County Career Center. |

Teacher: What are your routines for planning, grading, etc.?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 4C | **What Do I Tell Mom and Dad?** |
|  | *An effective educator recognizes that communicating with parents and families can assist the teacher in meeting the student’s needs.*  Mercer County Career Center Parents’ Night and other opportunities to interact with families will be discussed. Appropriate and inappropriate communications will be examined. |

Teacher: What steps do you take to keep parents/guardians informed of their child’s behavioral and academic issues or progress?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 4D | **Where Does My Classroom End?** |
|  | *An effective educator realizes that actively supporting school-wide initiatives and the professional community contribute to the overall learning environment.*  A teacher’s responsibilities often extends beyond the classroom door. Supporting and promoting school-wide initiatives and working cooperatively with colleagues for continuous improvement that moves learning forward is a goal of the effective educator. |

Teacher: How do you get involved in the school? Is it important for you to be involved in school activities outside of your classroom? Why?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 4E | **How Does an Educator Grow?** |
|  | *An effective educator understands the importance of growing as a professional.*  It is imperative that the inductee understand the importance of growing as a professional and taking advantage of the opportunities that may present themselves. |

Teacher: What is your personal educational plan for the next five years? How do you balance that with teaching?

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module 4F | **What Does a Professional Look Like?** |
|  | *An effective educator exemplifies professionalism.*  Emphasis is placed on the transition into the teaching profession and the responsibility it carries. The Professional Code of Conduct will be reviewed and the various elements of the professional educator examined. Educator effectiveness and specific expectations of Mercer County Career Center professionals, including the evaluation rubric, are discussed. |

Teacher: What does a professional look like? Be specific.

Mentor Comments:

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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