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| **Resident Educator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Focus Area(s):** Circle all that apply Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Student Parents Other Educators Admin Community*** |
| During the first year of focused mentoring, mentors will help resident educators determine and conduct **one** activity under each of the three overarching categories (communication, collaboration, and professional growth). The mentor will meet with the RE to discuss and choose the option that best fits the resident educators specific needs. The mentor will offer suggestions, resources, and support to the resident educator. The mentor will meet with the RE to monitor progress and reflect. | | |
| **OSTP Standard 6: Communication** | • Clear and effective communication  • Shared responsibility with parents/caregivers to support student learning | |
| Communication Categories | Activity Options | Guiding Question |
| Parent | * Daily Agenda * Electronic Communication * Printed Newsletter * Phone Log * Parent Teacher Conferences | 1.What is the goal of the communication?  2.What are the primary types of communication you use to enhance family and caregivers' understanding of their child's learning progress?  3.Which one was the most effective? **How** do you know that?  4.In what ways can you invite families to be more involved in the educational processes of their children? Are you providing actionable steps for parents? |
| Student | * Instructional * Ongoing * Feedback | 1.What is the goal of the communication?  2.How do you make it clear that you welcome follow up questions or comments?  3. How do you change your tone of communication (is it positive, professional, responsive and encouraging?) |
| Colleague/Admin | * School Protocols * Team norms / courtesies * Discipline * Deadlines | 1.What is the goal of the communication?  2.How do you communicate with colleagues to support school goals and promote student achievement?  3.How do you take on a leadership role to benefit students and teachers?  4. How do you seek advice for improving lessons?i |
| Community | * Use of social media (if / when applicable) | 1.What is the goal of the communication?  2.Is the communication professional? |

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| **Activity Description** | **Conversation Questions / Content** |
| **Reflection and/or Evidence of Learning (Reflection questions)** | **Follow-up / Next Steps** |