

**OFFICIAL COURSE TITLE: TEACHER ASSISTANCE PROGRAM  
2018-2019**

**A . Instructor:**

Kristeen Cundall, Principal Rock Springs Junior High School, Rock Springs, Wyoming

**B. Description:**

This course has been designed for all elementary and secondary teachers involved in the District Teacher Assistance Program (TAP) for Sweetwater County School District One. The focus of the Teacher Assistance Program or TAP is to provide a mentor teacher to:

- All teachers newly hired in the district with less than three years experience
- All teachers in the district with an exception authorization certificate
- All teachers in the district who are moving to a new teaching position:
  - With a two year grade level difference or
  - In a new subject or content area.

The primary purposes of the Teacher Assistance Program are to improve professional practice, build professional knowledge to improve student success and retain promising teachers. These goals are accomplished by providing a strong support system for new and experienced teachers in conjunction with sustained professional development.

**C. Intended Audience:**

Elementary and secondary teachers of Sweetwater County School District Number One.

**D. Grading Options:**

S/U

**E. Course Goals:**

The goal of this course is to improve the quality of instruction through individualized assistance and professional development.

**F. Objectives:**

It is expected that participants will:

- Understand and implement the peer coaching philosophy
- Utilize the Seven Norms of Collaboration
- Develop and implement a Classroom Management Plan
- Develop and implement goals and an action plan to reach the goals
- Attend 30 hours of staff development
- Attend 60 hours of participant/mentor contact time

### **G. Text and Resources to be Used:**

There will be training and resources available for peer coaching. What Great Teachers Do Differently by Todd Whitaker is the text around which classroom management sessions are formed. Sweetwater County School District No. One Performance Evaluation System is reviewed and discussed. District staff hold trainings on classroom management, parent teacher conferences, grading and report cards and others as necessary. Trainings on special education issues will be included in the monthly TAP trainings.

### **H. Instructional Procedures:**

- Lecture
- Demonstration
- Modeling
- Observation
- Small and large group discussions

Following the allotted course time and upon request, the instructor will make herself available to facilitate resolution of individual difficulties resulting from any aspect of the course work.

### **I. Meeting Dates:**

August 9, 2018 – Seven Norms of Collaboration/Classroom Management Plan Development (2 hours)

September 13, 2018 – Parent-Teacher Conferences/ Classroom Management (2 hours)

October 4, 2018 – Report Cards/Social Emotional Needs of Students (2 hours)

October 18, 2018 - Sweetwater #1 Performance Evaluation Rubrics/Special Education (2 hours)

November 15, 2018 - Technology Integration (2 hours)

January 10, 2019 – TBD based on Needs Assessment (2 hours)

April 11, 2019 – Post Evaluation, Reflection, Celebration (2 hours)

### **J. Building TAP PLC:**

New teachers (participants) will be assigned to a TAP Team Leader. The TAP Team Leader will hold weekly hour-long meetings first semester (16 meetings) and every other week during second semester (10 meetings) where various topics of need will be presented to the PLC. These meetings will include presentations by staff

members, classroom observation feedback, book studies and other similar experiences.

**K. Evaluation:**

Pre and post surveys will be administered to participating teachers, mentors and administrators. The Classroom Management Plan and goals and actions plan will be turned in to instructor.