Teacher Induction
Central Unified School District

Induction Teacher/Mentor Classroom Visitation Protocol

Each Induction Teacher (IT) has access to one sub day per year to make visitations to observe other teachers either at their own school site or at different sites. The protocol for observations is described below:

Prior to the Visitation:

- Due to COVID 19, all classroom visitations will be conducted online.
- At the beginning of each semester, the Induction Program Director will email available dates for ITs and Mentors to obtain substitutes in order to visit veteran teacher's classrooms. Email the Director 1-2 potential dates (listed in the email) to request a substitute teacher for both the Mentor (as needed) and IT. A Mentor who is also an Instructional Support Coach (ISC) will not require a sub. An ISC may observe with an IT in lieu of a Mentor. The important point is that an IT will be supported while conducting classroom visitations.
- This request needs to be made at least 10 business days in advance of the visitation. Please keep in mind that it is easier to obtain a full day sub than a half day sub.
- The teacher(s) that you wish to observe should be contacted and arrangements made about the date and time of the online visitation. **Mentors** email the teacher and cc the site principal.
- Mentors and ITs identify potential strategies to observe and schedule time to debrief the visitation.

During the Visitation:

- Mentors and ITs note teacher implementation of strategies and student involvement/responses. The Note Taking Guide may be used for this purpose.

After the Visitation:

- The Mentor emails and thanks the teacher for providing the opportunity to visit the classroom.
- During the debrief session, Mentors and ITs discuss the visitation and develop plans for implementation of strategies.
- This visit may be used as an Action step toward meeting the IT's ILP goals.