

Beginning Teacher Advisor Forum

SAMPLE AGENDA

March 9

Richmond Tech Center

9:00 - 12:00

Forum Facilitators: Kathy and Terri

Today's Recorder: Carolee

Minutes in green and pink



CONNECTING: Give-One Get-One

Purpose: *To reflect on the skills we have developed and/or sharpened in our Beginning Teacher Advisor roles*

Our skills were shared and grouped into the following categories:

Language:

- Use of entry points
- Active listening
- Use of mentor language
- Communication skills
- Ability to interact with administrators who have differing styles

Instructional:

- Have a wide range of strategies
- Are more reflective
- Have greater experience in working with ESL students

Leadership:

- Experience in developing and facilitating meetings
- Developed a thick skin
- Became more flexible
- Aware of the "Big Picture"
- Keener observation skills

Personal Traits:

- Flexibility
- Self-directive
- Can work in isolation
- More reflective
- Patience
- Organizational skills

Review Minutes from our Last Forum and Today's Agenda

~Additions, corrections, deletions, clarifications?

~Any new business to add?

LEARNING:

1) Applying Your Skills in New Positions: You've Got What it Takes

Purpose: *To discuss possible job challenges in our future positions and brainstorm how our BTA skills and experiences may help us address those challenges*

We met in small groups to discuss 4 scenarios and to determine what skills we have developed that will transfer to these potential situations. There was quite a bit of overlap so I have put it in a chart format.

Scenario 1

At a grade level or department meeting, your team realizes that the tasks set for the group are getting overwhelming and begin to lose focus. What skills have you developed as a BTA that will help you refocus the group and make this a productive meeting?

Scenario 2

You have a position at the district level where you are based in an office rather than in a school. You have been assigned to lead a committee to plan and facilitate in-service training for an entire grade level/department in your district. What skills have you developed as a BTA that will help you successfully achieve this goal?

Scenario 3

You are a lead teacher or department chair who represents your school at district meetings for a particular content area. Your task is to work with the other school representatives to refine a part of the district's SOL based curriculum. What skills have you developed as a BTA that will help you contribute to completing this task?

Scenario 4

You are working in a challenging new position in your district. You are called upon frequently by your superiors to assist with in-service, supporting BTs, serving on various committees, etc. because of your experience as a BTA. These tasks have begun to infringe on your ability to serve in your primary role. What skills have you developed as a BTA that will help you deal with this situation?

SKILL DEVELOPED	SCENARIO 1	SCENARIO 2	SCENARIO 3	SCENARIO 4
Active listening	X	X	X	
Ability to facilitate/prioritize	X		X	
Use of mentor language	X		X	
Familiarity with group norms	X			
“Big Picture” view	X	X	X	
Thick skin	X			
Problem solving skills	X		X	X
Data analysis skills	X		X	
Use of entry points	X		X	
Knowledge of adult learners		X		
Coaching skills		X		
Santa Cruz instructional strategies		X		
Organizational skills		X		
Santa Cruz Training Packets		X		
Broad understanding of standards			X	
Being a team player			X	
Ability to build trusting relationships			X	
Leadership skills		X		
Good contacts and resources				X
Putting the focus on kids				X
Being diplomatic but firm				X
Strong questioning skills	X			

2) Picturing Yourself Making a Transition

Purpose: *To provide the group with an open ended discussion that provides support for other concerns about our transitions into new positions*

We were each invited to write down a concern about transitioning into our new positions, or we could write the word Pass. The cards were then distributed and we brainstormed ways to relieve the anxiety.

#1 Establishing myself as a professional who cares about kids and has knowledge and skills

- Be aware of the perception that we do not want to return to the classroom
- Just do our job well!
- Don't expect special privileges.
- Anticipate the need to build trusting relationships.
- Do not broadcast where you have been.
- Look forward to the positives.

#2 The issue of being in "limbo" and waiting to make the right decision

- Keep our focus on our BTA job.
- Use contacts in seeking right position – principals, META reps
- Keep the faith!
- Maintain a healthy lifestyle and have some fun.

#3 The issue of going back to lots of structure with checklists, timetables, etc. and not always being able to use our professional judgment

- Keep in mind that we have the inside view.
- Plant seeds of change...be patient.
- Listen to your own voice of experience.
- Use our skills to build a positive environment.
- Enjoy the routine!

#4 The issue of being in a school where we have been the BTA and living up to the role of "expert"

- Seek out help from others.
- Admit you have more to learn.

#5 How to bring closure to this role

- Have BTs identify skills they have acquired
- Meet individually and review growth
- Use mentoring strategies and topics from Santa Cruz in the BT Formative Assessment System, pages 7 and 8
- Rely on each other.

MANAGING: (Business and Announcements)

- ◆ Overall caseload update: 176 BTs currently being served (53 in year 1; 123 in year 2)
- ◆ Coaching partner shadowing will be debriefed at our next forum (March 23rd)
- ◆ META meeting debrief
Interviews in March

◆ BTA Strengths and Needs Data

Terry distributed and explained. It can be helpful as a resource to identify those who feel very comfortable with a tool if someone needs assistance with that tool. ASW and Content, Strategies, and Alignment are the tools that were identified as “greatest needs.”

◆ Exit interview procedure/input

Terry reported that based on the data collected the procedure will be an anonymous written exit interview with the opportunity also available for a face-to-face with Terry.

◆ Awer Bul – Carolee

Carolee will accept any donations for Awer’s project. Checks may be made out to Awer Bul. He then routes them through the Neighborhood Resource Center, but this ensures that he does indeed receive them. All donations are tax deductible.

Awer will be speaking at an assembly at Matoaca High School and March 16. A donation of \$5.00 per person to go to the assembly will be given to Awer’s project.

◆ May 11 forum – Amy

Forum was moved to May 18th. It was agreed to keep May 11th open.



CLOSING: Customize Your License Plate

Purpose: To create a license plate that conveys a future professional goal, expresses a personal quality, and/or provides a statement of wisdom about yourself

BTAs created their own license plates and had the opportunity to share them.

FORUM EVALUATION: Plusses and Deltas Handout (11 responses)

Plusses: It was nice to have Kathy facilitate – good job; fun and interactive; team building; problem solving and planning for new position; time to talk with other BTAs; very positive forum; great activities that reinforced the skills we have developed; Kathy K. facilitating; active participation; scenarios; laughter and positive climate (no tension); looking forward to the rest of forums; felt positive to recognize and name the skills we have developed; good activities; true facilitation; humor; BTA leadership – Yeah, Kathy!; time to reflect and let it “be about us”; it felt lighter today; very interactive – great job by Kathy on her own!; we laughed!; activities were engaging; reflection about anxiety over changing jobs; had fun today; nice relaxed format; loved interactive activities; generated equity of voice – heard from everyone; positive, but focused on real issues/concerns; creative; opportunities to laugh; felt more relaxed, yet productive; good open discussion on our issues

Deltas: some of the issues shared were very repetitive; could some topics be condensed?

Questions/Next Steps/Suggestions: hope the remaining BTA facilitated forums will be as engaging

Upcoming Forums/Scheduled Recorders:

March 23rd – *How to Get Around Roadblocks*

Facilitators: Jan and Margaret

Recorder: Melanie

March 30th – *How to Transition BTs to Become More Self-Directive*

Facilitators: Lavern and Melanie

Recorder: Margaret

