



## ATP Expectations for Successful Take Over Days

Resident expectations: What am I responsible for during my take over days/week?	Mentor expectations: What can we do to set our residents up for success?
<ul style="list-style-type: none"> <li>• Plan early and submit all lesson plans to mentor to allow time for review and feedback</li> <li>• Ask to review lesson plans and content with mentor before lessons are taught</li> <li>• Model critical reflection when reviewing lessons with your mentor-use “think aloud” consistently to talk through instructional decisions and “why” they are made</li> <li>• Reinforce all classroom routines &amp; procedures as classroom teacher</li> <li>• Redirect student behavior to ensure all students are focused on learning</li> <li>• Circulate constantly and provide behavior narration for appropriate behavior</li> <li>• Check for understanding with individual students-ask focus questions</li> <li>• Provide one-on-one assistance to students</li> <li>• Ask questions to gain understanding of student needs (needs analysis)</li> <li>• Provide supplemental visual or audio cues and relevant examples for the lesson</li> <li>• Assess all classwork/homework and provide feedback</li> <li>• Communicate with parents (conduct phone calls to celebrate students and share areas for growth)</li> <li>• Assume positive intentions</li> </ul>	<ul style="list-style-type: none"> <li>• Provide resources and materials on content to be reviewed before units/lessons</li> <li>• Clarify and ask questions about the lesson plans to gain understanding</li> <li>• Provide feedback on lesson plans</li> <li>• Observe resident teaching and take notes on areas of strength and areas for growth (aligned to growth goals if possible)</li> <li>• Ask site leader to co-observe and then debrief together to calibrate observation</li> <li>• Conduct daily reflection/debrief with resident and help him/her talk through steps for the next day</li> <li>• Conduct at least one formal coaching session during the take over using observations notes</li> <li>• Collect data on academic, behavioral, and social dynamics of the classroom and provide to resident</li> <li>• Facilitate student survey at end of take over to collect student data and share with resident</li> <li>• Direct or refer students to the resident during the lesson</li> <li>• Assume positive intentions</li> </ul>

### Three Day Take Over:

- a) Mentor should remain in class observing and supporting 75% of the time. Residents need consistent feedback to help prepare them for their full week takeover.
- b) Mentor can step out one period/day to allow resident autonomy in the classroom.
- c) When mentor steps out of the classroom, time should be used wisely to work on work. Mentors should remain on campus and be mindful of the perceptions that other colleagues may have when they are not in the classroom. Staying focused on work will create the positive perception that mentors are not having “free time”.