

TMATE

Tarleton Model for Accelerated Teacher Education



Campus Administrator/ Designee Handbook

2018 - 2019

Website: www.tarleton.edu/TMATE

Tarleton Model for Accelerated Teacher Education

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Mission Statement:

Encourage • Engage • Empower

Vision Statement:

TMATE will become the premier accelerated teacher certification program in Texas.

Goal:

Partner with school districts to develop Texas teachers that:

- Build relationships with students, parents, community and teammates;
- Provide instruction and classroom environments conducive to learning; and
- Collaborate using student data to ensure all students learn.

Dear Campus Administrator or Designee:

Thank you for hiring a TMATE intern. The campus administrator/designee plays a key role in guiding and facilitating the professional development of the intern. The TMATE program provides support and guidance for the intern throughout the internship by providing a university field supervisor who will conduct at least three observations (more if needed) each semester.

In addition to the university field supervisor support, we have provided a Help Fax form. While it does not happen very often, occasionally a TMATE intern has a problem with classroom management or another aspect of teaching. If at any time during the year you realize that your TMATE intern is experiencing difficulty in the classroom, please fax this form immediately to the TMATE Office. Or you may call the TMATE Director at the number listed below. We will ensure that a TMATE university field supervisor arrives on your campus within two working days to provide on-site assistance to the intern.

Additional details concerning the TMATE program are provided in this handbook. Please set aside a little time to familiarize yourself with the program. TEA requires that we work in partnership throughout the year to facilitate the professional growth of a new teacher. Because TMATE interns generally develop into outstanding teachers, you can anticipate that your intern will be a welcome addition to your faculty.

I look forward to working with you during the coming year.



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The Campus Administrator/Designee's Role in TMATE

Important tasks that must be accomplished by the campus administrator/designee are outlined below.

Orientation and Placement

The campus administrator/designee is requested to conduct a new teacher orientation and place the intern in an appropriate assignment as “Teacher of Record.”

Appoint a Mentor Teacher

The campus administrator/designee makes an extremely important decision by selecting a mentor to work with the intern during the coming year. The mentor will serve as a consultant and a role model for the intern. Qualifications and responsibilities of the mentor are described on the enclosed Mentor Assignment Form.

Permit Intern/Mentor Observation

According to TEA guidelines, the campus administrator/designee will provide scheduled time for the mentor and intern to observe each other once (1) time each semester for at least 45 minutes. This time shall be outside the planning period of either teacher.

Perform Walk-Through Observations

The campus administrator/designee is requested to perform several walk-through observations of the TMATE intern during the school year. TMATE asks that you provide a brief log of your informal walk-throughs on the forms provided in the Forms to be completed by the Campus Administrator/Designee section of the handbook. The Walk-Through observations are due at the conclusion of the fall and spring semesters.

Communication

We ask that the campus administrator/designee maintain communication with the TMATE university field supervisor and/or director, especially if a problem arises.

Evaluate the Intern

According to district policy, the campus administrator/designee will conduct a formal appraisal of the TMATE intern. Satisfactory performance on the formal appraisal is a requirement for being recommended for certification by the TMATE program in conjunction with the school district. The intern must forward results of the appraisal to the TMATE Office. Forms without a school representative signature and the intern signature are not valid.

Recommend for Certification

Upon the satisfactory completion of all requirements, the campus administrator/designee will join the university in recommending the intern for standard certification through the Texas Education Agency.

Complete Program Suggestions

TMATE asks the campus administrator/designee to offer suggestions for program improvement near the end of the school year. Your feedback remains confidential and is used solely for the purpose of improving the TMATE program.

TMATE Calendar for Campus Administrator/Designees

CAMPUS ADMINISTRATOR/DESIGNEE DUTIES BEFORE THE START OF SCHOOL

- Appoint a Mentor Teacher (form provided)
- Review the Campus Administrator/Designee TMATE Handbook

CAMPUS ADMINISTRATOR/DESIGNEE DUTIES DURING THE FIRST SEMESTER

- Conduct several walk-through observations (form provided)

CAMPUS ADMINISTRATOR/DESIGNEE MATERIALS DUE TO TMATE OFFICE BY THE END OF THE INTERN'S FIRST SEMESTER-November 30th

- Documentation of the first semester Walk-Through Observations

CAMPUS ADMINISTRATOR/DESIGNEE DUTIES DURING SECOND SEMESTER

- Conduct several walk-through observations (form provided)
- Conduct T-TESS (or district approved) appraisal

CAMPUS ADMINISTRATOR/DESIGNEE MATERIALS DUE TO TMATE OFFICE BY THE END OF THE INTERN'S SECOND SEMESTER-April 30th

- Documentation of the second semester Walk-Through Observations
- T-TESS (or district approved) appraisal
- Suggestions for TMATE Program improvements
- Recommendation for intern certification

APPEAL/COMPLAINT PROCEDURE:

Tarleton State University's TMATE program is committed to providing a collaborative educational environment that is conducive to the personal and professional development of each individual. To further that commitment, TMATE has developed procedures for students, employees, cooperating teachers, mentors and administrators to file complaints and/or appeals. In order to ensure issues are addressed in a timely manner, complaints and/or appeals must be made within one calendar month of the incident. Following are the procedures:

- 1.) The complainant will appeal directly in a face-to-face meeting with the TMATE Director. If the complainant is not satisfied with the outcome of the appeal to the TMATE Director, then
- 2) The complainant will appeal directly to the Department Head within 10 business days. The appeal to the Department Head must be in writing and a copy must be provided to the TMATE director. If the complainant is not satisfied with the outcome of the appeal to the Department Head, then
- 3) The complainant will appeal to the Dean of the College of Education within 10 business days. If the complainant is not satisfied with the outcome of the appeal to the Dean of the College of Education, then
- 4) The complainant will appeal to the Vice President of Academic Affairs within 10 business days.
- 5) If a resolution cannot be found, the complainant may file a complaint with the Texas Education Agency. It is important to note that not all complaints fall under the authority of TEA. TEA has jurisdiction to investigate allegations of noncompliance regarding specific laws and rules, generally related to state and federal requirements. Complaints may address educator preparation program requirements listed in Texas Administrative Code (TAC) §§ 227, 228, 229, ethics (TAC 247), fingerprinting (TAC §§227, 232) and certification (TAC §§230, 231, 232, 239, 241, 242). TEA staff and the SBEC do not have jurisdiction over complaints related to contractual arrangements with an Educator Preparation Program (EPP), commercial issues, obtaining a higher grade or credit for training, or seeking reinstatement to an EPP. The following link can be used to access TEA:

http://tea.texas.gov/index2.aspx?id=25769815940&ekfxmen_noscript=1&ekfxmense=e9ede8df8_25769804222_25769804223it

TMATE HELP FAX

Fax to: Dr. Laura Estes, TMATE Director
Tarleton State University
Fort Worth, Texas
817-484-4405

From: Campus Administrator/Designee: _____

School: _____

Fax # _____ **Phone** _____

Message: The intern listed below is in need of immediate support from the TMATE program.

Intern Name: _____

Comments:

**A TMATE University Field Supervisor will arrive on your campus
within two working days to provide on-site support to the intern.**

MENTOR ASSIGNMENT TARLETON MODEL FOR ACCELERATED TEACHER EDUCATION

Intern Name: _____

School District: _____

Mentor Name: _____

SSN: _____

Mentor School: _____

Mentor School Address: _____

City _____ State _____ Zip _____

Mentor Current Teaching Assignment: _____

Certifications Held: _____

Administrator Making Assignment: _____

(Usually the Campus Administrator/Designee at the Internship Site Appoints the Mentor)

TEA Rules require mentor teachers to meet the criteria listed below. If you do not have a faculty member who meets all criteria, please call the TMATE Director at 817-717-3690 to discuss possible alternatives.

Yes

- Minimum 3 years of successful teaching experience/minimum of two years in the current assignment. _____
- Teaching at same level as the intern or teaching in the same subject area. _____
- Teaching at the same physical facility as intern. _____
- Willingness to train in mentoring and peer coaching on dates specified by the TMATE program. _____
- Demonstration of outstanding teaching performance. _____
- Ability to work effectively with professional peers. _____
- Willing to devote considerable time to working with a beginning teacher. _____

*Documentation of previous training in mentoring and peer coaching may be considered as a substitute for the above requirement.

Mentor has completed previous mentor training _____

Training delivered by: _____ Date: _____

My signature verifies the assigned mentor meets the TEA qualifications.

Campus Administrator/Designee Signature

Date

**TMATE Campus Administrator/Designee Evaluation of the Intern in Relation to TMATE
Program Goals**

(Evaluation Remains Confidential)

The statements below reflect the goals of the TMATE program.

Intern _____ School Name _____

Your judgment will help us evaluate the effectiveness of the program. Please evaluate the intern in accordance with your district's norms and expectations by circling the number that best describes the intern's performance in the areas listed below.

1 = Unacceptable performance

2 = Less than satisfactory performance

3 = Good performance

4 = Excellent performance

1. Has a strong working knowledge of subject matter and effectively communicates subject to students	1	2	3	4
2. Utilizes a variety of teaching strategies; cooperative learning and teaching for critical thinking	1	2	3	4
3. Actively engages students in the learning process	1	2	3	4
4. Maintains a cooperative and positive learning environment	1	2	3	4
5. Recognizes the cultural diversity of learners and utilizes cultural differences to enrich learning	1	2	3	4
6. Modifies instruction according to the unique needs of special student populations	1	2	3	4
7. Uses assessments to evaluate student achievement and to guide instruction	1	2	3	4
8. Utilizes instructional technology and media to enhance instruction	1	2	3	4
9. Communicates effectively with parents.	1	2	3	4
10. Makes a positive impact on student achievement	1	2	3	4

Please feel free to provide any additional comments you have in order to improve any aspect of the TMATE program. (use the back if necessary):

Campus Administrator/Designee Name: _____ Date: _____

Campus Administrator/Designee Signature: _____