**Resource Teacher Out-of-Class Mentoring Time**

The resource teacher is required to spend a total of 40 out-of-class mentoring hours with a teacher intern ([16 KAR 7:010](http://www.lrc.state.ky.us/kar/016/007/010.htm)). "The resource teacher shall divide the consultation time.... into appropriate increments that provide support for the teacher intern throughout the semester." The mentoring time should be spread throughout the internship year with a minimum of 20 out-of-class hours per semester. Mentoring hours should be time spent with the intern to assist him/her in becoming a successful classroom teacher. All descriptions of approvable activities must reflect specifically with what the RT did with the intern and how these activities relate to student learning & the intern’s professional growth.   
The resource teacher's out-of-class mentoring time should be completed with the intern when the resource teacher is NOT being paid by the school district. This time can be after school hours, on days school is not in session and teachers aren't paid, or on weekends. It should not be done during regular school hours or on paid district professional development days.

**The Following Are Examples of APPROVABLE Out-Of-Class Mentoring Activities:**

* Discuss expectations of internship year & review KTIP materials.
* Review with intern the 22 Components of the Kentucky Framework for Teaching.
* Review with intern the intern’s PGP & share strategies for addressing areas for growth.
* Work with intern to develop lesson plans.
* Discuss ways to add technology to incorporate stronger content into lesson plans.
* Discuss collaboration with other teachers/administrators & how the intern is doing.
* Discuss parent/teacher conferences & "role play" possible conference.
* Discuss discipline problems. Share strategies & techniques on discipline & classroom management such as re-arranging desks & setting rules.
* Discuss school policy & procedures & state guidelines for referring students to special education and completing IEPs.
* Collaborate to create a variety of assessments for lessons.

**The Following Are Examples of UNAPPROVABLE Out-Of-Class Mentoring Activities:**

* Observing the leadership project
* Working with students
* Parent/Teacher Conferences
* Attending faculty meetings
* Attending ballgames, dances, plays, parades, etc.
* Working concession stands for after school events
* Working bus duty or hall duty
* Attending baby or wedding showers or other parties
* Shopping at Wal-Mart or other stores
* KTIP Committee meetings
* Attending professional development activities/conferences together
* Attending SBDM, Consolidated Planning, or other committee meetings

**Resource Teacher In-Class Mentoring Time**

The resource teacher is required to spend a total of 20 in-class mentoring hours assisting and assessing the intern within the school day ([16 KAR 7:010](http://www.lrc.state.ky.us/kar/016/007/010.htm)). The mentoring time should be spread throughout the internship year with 10 hours per semester.

In-Class Mentoring Activities are defined as:

* In-Class Observations
  + where the Resource Teacher observes Intern
  + where the Intern observes the Resource Teacher
  + Collaborative Planning within school hours to provide prompt feedback on observations and discuss implications for the Professional Growth Plan (PGP)

In-class mentoring hours should be completed when the intern is teaching different classes and/or content and at different times during the day. Observe what is being taught, how it is being taught and how the intern is interacting with his/her classroom. Note student's response and behavior. Share your observation with the intern and discuss/share strategies for improvement and implementation in his/her classroom. Offer praise for strengths in his/her teaching techniques.

**The Following Are Examples of APPROVABLE In-Class Mentoring Activities:**

* Observed intern teaching a lesson focused on listening skills of the students. Observed the intern's teaching style and interaction with students.
* Observed students working in groups on math manipulatives, geometric shapes and calendar activities. Intern moved from group to group assisting them as needed and answered questions. Particularly noted his/her assistance with a special needs student.
* Observed intern teaching a lesson on how to write responses to open-response questions.
* Observed intern's use of technology in the classroom. Intern used a Power Point presentation to introduce a lesson on Life Science. Students appeared to like presentation and interacted well with the intern.

**The Following Are Examples of UNAPPROVABLE In-Class Activities:**

* KTIP Committee meetings
* Field trips
* Staff or faculty meetings
* Training sessions or workshops