

DEXTER SCHOOLS



Home of the Bearcats

BUDDY TEACHER PROGRAM

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PROGRAM OVERVIEW

Teachers new to our district but have the required two years of teaching experience are assigned a Buddy Teacher for their first year of service in the Dexter School District.

Educator/Buddy Teacher Meetings

The focus of each meeting is outlined within the Educator/Buddy Teacher monthly checklist. In addition, two (2) of district-wide meetings will be scheduled prior to school beginning for new employees in the district. Attendance to the Beginning Teacher Workshop is mandatory.

Buddy Teacher Program

The purpose of the Buddy Teacher will be to provide information, support, and encouragement for the success of all educators. A checklist of activities is located in this handbook. The activities are a wide range of topics. These are topics to cover each month. If some of the activities do not apply, since the teacher has taught in another district, you would simply put N/A beside that activity.

Compensation

The Dexter PDC (Professional Development Committee) will provide a stipend of \$250 to the Buddy Teacher for their service. Payment of this fee is contingent upon the Buddy Teacher meeting all guidelines as outlined in the handbook. Failure to fulfill all obligations will result in deductions to the stipend.

ROLE OF THE BUDDY TEACHER

The role of a Buddy Teacher is that of a helper and not an evaluator. The Buddy Teacher serves as a trainer, a positive role model, and an opener of doors.

QUALIFICATIONS

A Buddy Teacher should:

1. be an experienced teacher with at least five (5) years of classroom experience, (of which two or more must be in the Dexter school system), or have attained the Career Continuous Professional Certificate (CCPC) and have at least two years in the Dexter schools.
2. have a successful classroom history
3. be open to continued training
4. possess a positive attitude toward school
5. be a faculty member with certification and experience in the same area as the beginning teacher (protege); however, the Buddy Teacher should not be members of the same teaching team* An administrator certificated at the same level as the beginning teacher could also serve as a Buddy Teacher, if no qualified classroom teacher is available. In certain circumstances, such as middle school or high school, where a department may consist of only one person, a qualified teacher in another subject area may be assigned as Buddy Teacher.

BUDDY TEACHER RESPONSIBILITIES

It is the responsibility of both the Buddy Teacher and the protege to see that all activities are accomplished within the time-frame designated, that they are documented, and that both buddy teacher and protege have verified the activities with their signatures. Duties listed here are the major activities that may require some planning to implement.

1. Attend the new teacher workshop within the district
2. Assist protege in using TalentEd to complete their professional growth plan
3. Meet bi-weekly in the first quarter and once a month or more if needed the remainder of the year
4. Attend November PDC meeting to comment, make suggestions on the Buddy Teacher program
5. Keep Buddy Teacher/Protege Log updated and turn in copies at the end of each quarter to building principal and Professional Development Committee Chair.

*If problems develop between a Buddy Teacher/protege assigned to the same classroom, it can result in a very difficult situation for everyone involved.

BUDDY TEACHER ASSIGNMENT

The building principal is responsible for identifying and asking teachers to serve as Buddy Teachers; however, the Professional Development Committee (PDC) should be provided with a list of Buddy Teacher teachers and their proteges. Buddy Teacher should be identified and Buddy Teacher/protege relationships should be established as soon as possible in the new school year.

DUTIES OF THE PROTEGE

While the Buddy Teacher is responsible for assisting the protege, the new teacher is responsible for seeking assistance and advice, and for seeing that his/her activities listed in the Buddy Teacher/Protege Log are completed, documented, and verified by signatures.

Listed here is an overview of these activities:

1. Attend beginning teacher workshop within the district
2. Formulate a professional growth plan including one personal goal
3. Meet bi-weekly with Buddy Teacher in the first quarter, once a month or more the remainder of the year
4. Attend November PDC meeting to provide feedback on Buddy Teacher process
5. Keep Buddy Teacher/Protege Log updated and turn in copies at the end of each quarter to building principal and Professional Development Committee Chair

APPROVED TEACHING EXPERIENCE TO OBTAIN CCPC

At the end of four years of approved teaching experience, if all other criteria have been met, the beginning teacher may apply for the Career Continuous Professional Certificate. The CCPC is valid continuously for 99 years, depending on an individual meeting the following guidelines:

1. Complete four (4) years of Department of Elementary and Secondary Education (DESE) approved teaching experience;
2. Participate in a district-provided mentor program for two (2) years;
3. Successfully complete thirty (30) contact hours of professional development. This may include college credits (1 semester hour equals 15 contact hours of professional development);
4. Participate in a beginning teacher assistance program offered by a Missouri college or university, Regional Professional Development Center (RPDC), or a professional teacher organization such as MNEA or MSTA; and
5. Successfully participate in your employing school's annual Performance Based Teacher Evaluation process;
6. Develop and implement a professional development plan* that is on file with the district.

*The growth development plan is located on DESE at <https://dese.mo.gov/sites/default/files/02-GrowthGuide.pdf>

ROLE OF THE BUILDING ADMINISTRATOR

The building administrator plays a vital role in implementation of a successful Buddy Teacher program. To achieve optimal results in the Buddy Teacher process, building administrators must be involved in and supportive of the beginning teacher staff development program.

Responsibilities of the building principal include:

1. Selecting and assigning qualified Buddy Teachers, following the criteria set forth in this handbook
2. Offering support, assistance, and resources to Buddy Teacher and new teacher in their building
3. Participating in the Buddy Teacher process by being available to both the Buddy Teacher and the new teacher to their building
4. Conduct informal walk-through observations throughout the year, to insure that the beginning teacher is adapting to the classroom environment

**Forms to be
Completed and
Turned into
Professional
Development
Committee**

BUDDY TEACHER/PROTEGE AGREEMENT OF CONFIDENTIALITY

I understand and will fulfill my responsibilities as outlined in the Dexter R-XI School District's Buddy Teacher Program. I hereby agree to keep all conversations and instructional feedback in regard to the Buddy Teacher/protege program confidential.

_____ Name
_____ Date

Ground Rules

Ground rules for _____ and _____
working relationship. Rules apply to both parties.

OPEN DOOR POLICY- both of us will make ourselves available to each other. We realize that at times, we may have quick questions, need some advice, or simply want to vent. We agree to make time (planned and spontaneous) for each other to do this.

HUMOR- we will use humor to make our jobs and time spent together more enjoyable. We are aware that teaching can be stressful and are prepared to do what we can for each other to alleviate some of this stress.

CONFIDENTIALITY- we will not discuss any information from our meetings with colleagues or friends. We agree that our relationship is based on TRUST and HONESTY and do not want to violate this. We believe that this will create an environment in which we can self-reflect regularly.

PROMPTNESS- both of us believe that our time, as well as each other's is valuable. We agree to be on time to scheduled meetings and observations. If something comes up unexpectedly, we agree to let each other know as soon as possible.

COMFORTABLE ENVIRONMENT- we will provide a physically and emotionally comfortable environment for each other to meet in. We realize that it is important to feel safe and be respectful of and to each other.

Signed by: _____ (Buddy Teacher)

_____ (protege) Date: _____

BUDDY TEACHER/PROTEGE CHECKLIST

Buddy Teacher

Grade Level/Subject Area

Protege

Grade Level/Subject Area

School

School Year

CLASSROOM MANAGEMENT

Date:

Initial:

-Principal

- Daily Routine (duties, planning time, etc.) _____
- Discipline Referral Forms _____
- District/Building Discipline Policies _____
- Retention Policy _____

PROFESSIONAL ACTIVITY

-Principal

- Assembly Procedures/Duties _____
- Requisitions, Materials, Supplies _____

PROFESSIONAL KNOWLEDGE/OBLIGATIONS

-Principal

- Board Policies _____
- Building Handbook _____
- Building/District Dress Code _____
- Extracurricular Expectations/Assignments/
Responsibilities _____
- Certification Assistance _____
- Time Management _____
- Professional Expectations In and Out of
the Classroom _____

INTERPERSONAL INFORMATION

-Principal

- District/Building Goals _____
- District/Building Professional Growth
Plan _____
- Methods of Parent/Teacher Communication _____
- Preparation for Parent/Teacher Conference _____
- Opportunities for Networking with
Fellow Educators _____

CLASSROOM MANAGEMENT

-Buddy Teacher

- Daily Routine (classroom) _____
- Classroom Discipline Plan _____
- Grading Scale _____
- Gradebook (hard copy) _____
- Progress Reports _____
- Report Cards _____
- Attendance Forms/Policy _____
- Student Forms _____
(admit slips, hall pass, bus pass, etc.)
- Lunch Count Procedure _____
- Substitute Folder _____

PROFESSIONAL ACTIVITY

-Buddy Teacher

- Professional Growth Plan _____
- Copying Procedures _____
- Emergency Forms/Procedures _____
- Emergency Plans/Procedures _____
- Classroom Inventory _____
- Distribution of Books/Supplies _____
- Lesson Plans _____
- School Climate (heat, air, lights, etc.) _____

PROFESSIONAL KNOWLEDGE/OBLIGATIONS

-Buddy Teacher

- Professional Development Activity Forms _____
- Grade Level/Team Meetings _____

INTERPERSONAL INFORMATION

-Buddy Teacher

- Community/School Profile _____

CLASSROOM MANAGEMENT

-Technology Coordinator

- District Computer Technology _____
(SIS, e-mail, Internet, etc.)
- Building Resource Technology _____
(ipad, lap top, document camera, etc.)

Buddy Teacher/Protege Checklist

**This form is used as your personal notes and doesn't have to be copied*

Task	Notes	Date
Daily Routine		
Discipline Referral Forms		
District/Building Discipline Policies		
Retention Policy		
Assembly Procedures/Duties		
Requisitions, Materials, Supplies		
Board Policies		
Building Handbook		
Building/District Dress Code		
Extracurricular Expectations/Assignments/Responsibilities		
Certification Assistance		

Task	Notes	Date
Time Management		
Professional Expectations In and Out of the Classroom		
District/Building Goals		
District/Building Professional Growth Plan		
Methods of Parent/Teacher Communication		
Preparation for Parent/Teacher Conference		
Opportunities for Networking with Fellow Educators		
Daily Routine		
Classroom Discipline Plan		
Grading Scale		
Gradebook		
Progress Reports		

Task	Notes	Date
Report Cards		
Attendance Forms/Policy		
Student Forms		
Lunch Count Procedures		
Substitute Folder		
Professional Growth Plan		
Copying Procedures		
Emergency Forms/Procedures		
Emergency Plans/Procedures		
Classroom Inventory		
Distribution of Books/Supplies		
Lesson Plans		

Task	Notes	Date
School Climate		
Professional Development Activity Forms		
Grade Level/Team Meetings		
Community/School Profile		
District Computer Technology		
Building Resource Technology		

Buddy Teacher/Protege Log

First Quarter

Please check all activities accomplished, and list the approximate date it occurred.

The original of this form should be filed in the protege's portfolio and a copy submitted to the Professional Development Committee. The building principal may also require a copy for his/her files.

We:	Date:
Participated in the district New Teacher Workshop	
Formulated a personal goal to be Included in the Growth Plan	
Set up meetings	
Shared resources	
Discussed preparations for first quarter grades and parent/teacher conferences	
Updated professional portfolio as needed	
Made copies of this page for PD committee and principal	

Buddy Teacher/Protege Log

Second Quarter

Please check all activities accomplished, and list the approximate date it occurred.

The original of this form should be filed in the protege's portfolio and a copy submitted to the Professional Development Committee. The building principal may also require a copy for his/her files.

We:	Date:
Update Professional Portfolio/Growth Plan, if necessary	
Document all meetings	
Discussed results of parent/teacher conferences	
Discuss classroom problems/successes	
Discussed professional development opportunities	
Met with PD committee in November to review program	
Made copies of this page for PD committee and principal	

Signatures verify that we have accomplished the activities indicated above.

Buddy Teacher

Protege

Year Buddy Teacher/Protege Log

Third Quarter

Please check all activities accomplished, and list the approximate date it occurred.

The original of this form should be filed in the protege's portfolio and a copy submitted to the Professional Development Committee. The building principal may also require a copy for his/her files.

We:	Date:
Documented meetings	
Review Professional Development Portfolio/Professional Development Hours	
Evaluated first three quarters	
Made copies of this page for PD committee and principal	

Signatures verify that we have accomplished the activities indicated above.

Buddy Teacher

Protege

Buddy Teacher/Protege Log

Fourth Quarter

Please check all activities accomplished, and list the approximate date it occurred.

The original of this form should be filed in the protege's portfolio and a copy submitted to the Professional Development Committee. The building principal may also require a copy for his/her files.

We:	Date:
Documented meetings	
Finalized Professional Growth Plan, turned in PD hours to administration office	
Set tentative growth goal for next year	
Completed and turned in Buddy Teacher/Protege Program Evaluation (page 43)	
Made copies of this page for PD committee and principal	

Signatures verify that we have accomplished the activities indicated above.

Buddy Teacher

Protege

Buddy Teacher/Protege Program Evaluation

Buddy Teacher _____ Grade Level _____

Protege _____ Grade Level _____

School Year _____ Building _____

Please answer the following questions. Your input will assist us in formulating and maintaining an effective, efficient, and productive program. Please feel free to add any constructive comments you might like to make.

How useful was the Buddy Teacher/Protege handbook in assisting with your first-year teaching duties at Dexter School District?

Was there information you needed, that was not included in the handbook? If so, what was it?

Overall summary: