

# AYSO Instructor Program

## Intermediate Instructor Course

### Mentoring Tool



Comments to Instructors and Mentors:

The Mentoring Tool supplies an effective evaluation process within the context of a “critical examination.” *Critical*, in this case, is used to mean “essential and necessary,” rather than in the colloquial sense of “negative.” These effective mentoring sessions offer exposure to two types of evaluation:

- Opportunity for Self-evaluation
- Access to an evaluation by a knowledgeable colleague (mentor)

The trained mentor, who can help to focus the evaluative process, guides the use of the evaluation tool.

The Mentoring Tool focuses observations on the critical elements needed to measure both effectiveness and competency. The evaluations are expected to

1. Observe the overall presentation.
2. Assess the effectiveness of the lesson’s application.
3. Identify points of strength.
4. Identify opportunities for growth.

The end product is intended to be an analysis of the lesson with specific recommendations for continued growth.

Unified Instructor Program expectations:

<b>Grade 5</b>	Subject matter knowledge is expected with at least minimal comfort shown speaking to a group [Sets the precedent of following AYSO protocol.]
<b>Grade 4</b>	Some presentation skill is expected [Follow the protocol, use of teaching aids, & some class involvement.]
<b>Grades 3-1</b>	Demonstration of effective teaching techniques is expected

**The lead instructor should make the final determination to approve a participant as an instructor with input from the mentor(s) and sign the bottom of the form.**

The standard elements of the Mentoring Tool are presented on the following pages. To facilitate consistency, the behaviors within each evaluation area must be applied as written.

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Candidate Name \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Name 1st \_\_\_\_\_

Location of Course \_\_\_\_\_

*MINIMAL COMPETENCY AREAS* (E = Excellent, A = Acceptable, N = Needs Improvement before leading course as Grade 5 Instructor, NA = Not applicable or Not observed.)

#### Follows the lesson plan

	E	A	I	NA
1st				

**E** = Creates an appropriate lesson plan and covers it, reinforcing important points without continual reference to the written plan.

**A** = Creates an appropriate lesson plan and covers it, reinforcing important points using the written lesson plan as a guide.

**I** = Lesson plan inadequate or does not follow the entire lesson plan, leaves off at least one important point.

#### Responds to student questions

	E	A	I	NA
1st				

**E** = Quickly interprets the student question and asks probing questions when appropriate, responds with accurate information and responds saying he/she does not know the answer but will get the answer and respond as soon as possible

**A** = Interprets most student question and hesitantly responds with accurate information and responds saying he/she does not know the answer but will get the answer and respond as soon as possible

**I** = Responds with inaccurate answer or tries to "bluff".

#### Knowledge of subject matter

	E	A	I	NA
1st				

**E** = Demonstrates knowledge of the subject matter by teaching content that is accurate and uses own experiences to extend student learning

**A** = Demonstrates knowledge of the subject matter by teaching content that is accurate.

**I** = Lacks an understanding of the subject matter.

#### Uses lecture, demonstration and guided participation appropriately

	E	A	I	NA
1st				

**E** = Shows ability to use lecture, demonstration and guided participation

**A** = Relies on mostly lecture but uses some demonstration and guided participation.

**I** = Relies on lecture method.

#### Use of time

	E	A	I	NA
1st				

**E** = Uses the time given appropriately and includes an introduction, body and conclusion in a smooth, unrushed manner.

**A** = Uses the time given and completes the presentation but rushes through one or more parts in order to complete on time.

**I** = Does not pace the presentation appropriately and/or eliminates a portion of the presentation or runs over the given time when there is no additional time available.

Approved as Intermediate Instructor \_\_\_\_\_ Improvement Needed \_\_\_\_\_  
Signature of Lead Instructor

Additional mentor comments may be found on the back of this form

**ADDITIONAL INSTRUCTOR COMMENTS**

**Follows Lesson Plan**

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**Responds to student questions**

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**Knowledge of subject matter**

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**Uses lecture, demonstration and guided participation appropriately**

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**Use of time**

