MEMO

To: KTIP Teacher Educators  
From: Dick Roberts, KTIP Coordinator  
Subject: KTIP and Teacher Educators  
Date: August 13, 2015

This memo is to ask you to serve as a teacher educator in the 2015-2016 school year to help ensure that every intern in our region will have a qualified teacher educator to serve on his/her committee and provide needed professional feedback and support. Please indicate whether or not you would be willing to work with one or more interns this school year by completing the Teacher Educator Availability Form which can be accessed on our website:

www.wku.edu/ktip

When you have completed the form, click on SUBMIT at the bottom of the form. If you need a copy of the new KTIP Handbook (Fall 2015 Edition), let me know and I will send you a copy when I receive your Teacher Educator Availability Form.

Funding for the operation of KTIP during the 2015-2016 school year is still limited. As you will recall, the Standards Board reduced the pay for resource teachers from $1250 for each full-year intern to $1120 for 40 hours of out-of-class time. The funds made available by this reduction have made it possible to increase the number of interns served.

The following information describes the payment and expectations for individuals serving as teacher educators on intern committees during the 2015-2016 school year:

1. The teacher educator will receive a lump sum payment of $160.00 (before deductions) for working with a full-year intern.

2. For this $160.00 payment, the teacher educator will:
   a. Attend the Orientation meeting for the intern. The Orientation meeting is critical for helping the intern begin developing their Sources of Evidence and establishing the time frame for the three cycles of the internship.
   b. Conduct Cycle 1, Cycle 2, and Cycle 3 observations of the intern
   c. Conduct post-observation conferences with the intern.
   d. Review Cycle 1, Cycle 2, and Cycle 3 exhibits and provide feedback to the intern.
   e. Attend Cycle 1 and Cycle 2 committee meetings for the intern.
   f. If the intern has exhibited strong performance on Cycle 1 and Cycle 2 observation and a review of Cycle 3 exhibits reveals continued strong performance, the teacher educator may participate in the Cycle 3 committee meeting via telephone conference or Skype. If the intern’s performance on Cycle 1 and/or Cycle 2 observations and exhibits has been weak on one or more components of the Kentucky Framework for Teaching and the committee is concerned about the intern’s satisfactory completion of the internship, the teacher educator must attend the Cycle 3 committee meeting.
3. Teacher Educators will be reimbursed for travel expenses associated with attending the Orientation meeting, conducting observations, and attending Cycle 1, Cycle 2, and Cycle 3 committee meeting.

These procedural changes will help reduce the amount of travel and time:

1. Every effort will be made to assign teacher educators to work with clusters of interns, interns in the same or nearby schools.
2. Whenever possible, Cycle 1 and Cycle 2 committee meetings should be held on the day of the observations to eliminate the time/expense of going back to the school for the committee meeting.
3. The use of a Cycle 3 videotaped lesson instead of face-to-face observation is strongly encouraged to reduce the need to travel for the observation.

Thank you again for working with one or more teacher interns. If you have any questions or concerns as the year progresses, do not hesitate to call (270-745-5991) or email us at the KTIP office. [richard.roberts@wku.edu] or [regina.braun@wku.edu]