



Supporting ACE Teachers: Principal Responsibilities *Quick Reference Guide*

RECOMMENDATIONS

1. Select a mentor who teaches the same developmental level, and if possible, the same discipline. Schedule the mentor to share common planning time with the ACE teacher when possible.
2. Before the school year begins, encourage the mentor to review with the ACE teacher the Faculty Handbook, Parent/Student Handbook, emergency procedures, and school discipline policy.
3. Thoroughly explain and discuss with the ACE Teacher your support and philosophy of working with parents for the benefit of the students. Outline procedures for dealing with discipline issues and expectations regarding duties, documentation, and lesson plans.
4. Do not hesitate to contact the University Supervisor to discuss the ACE Teacher's progress.

RESPONSIBILITIES OF THE SCHOOL PRINCIPAL

The Principal (or designee):

1. Serves as the school-site contact person for the University Supervisor and ACE Program.
2. Assists the ACE Teacher in acclimating to the school and community by providing appropriate policies, handbooks, curriculum guides and generally orienting the teacher to the school and community.
3. Observes the ACE Teacher and conferences with him/her on progress at least two times each semester.
4. Monitors and supports the ACE teacher both in professional and personal issues affecting school performance.
5. Completes *Fall Semester* and *Spring Semester Evaluations* that will be used to help establish professional goals and evaluate the ACE Teacher.
6. Communicates with University Supervisor as needed.

The principal can expect that the ACE Teacher will:

1. Abide by the calendar and policies of the diocese and school.
2. Be held accountable for progress towards improved practice according to diocesan policy and ACE expectations.
3. Consult with the Mentor Teacher and other colleagues for ideas to improve practice and support in meeting expectations.

Fall and Spring Evaluations

- The ACE TA will send an email reminder regarding evaluations two weeks prior to the due date. The e-mail will contain a link to the online evaluation.

- The link will ask for the semester of your ACE teacher (1-4) and then direct you to the correct survey section. The semester forms are slightly different as they parallel the performance indicators targeted for that semester (see chart).

- You will be asked to rate each performance indicator (advanced, proficient, basic, unsatisfactory).

TWO-YEAR TRACKING SHEET	SEMESTER			
	1	2	3	4
Pillar I Professional Teaching				
Domain 1: Planning and Participation				
1. Demonstrates knowledge of content and pedagogy				
2. Demonstrates knowledge of students				
3. Designs coherent unit-based instruction				
4. Selects instructional objectives				
5. Designs assessments to provide evidence of learning				
6. Demonstrates knowledge of resources				
Domain 2: The Classroom Environment				
1. Creates an environment of respect and rapport				
2. Establishes a culture for learning				
3. Manages classroom procedures				
4. Manages student behavior				
5. Organizes physical space				
Domain 3: Instruction				
1. Communicates clearly and accurately				
2. Uses questioning and discussion techniques				
3. Engages students in learning				
4. Assesses student learning				
Domain 4: Professional Responsibilities				
1. Maintains accurate records				
2. Communicates with parents and guardians				
3. Shows professionalism				
Pillar II Community				
1. Contributes to the professional and local community				
Pillar III Spirituality				
1. Fosters spiritual and ethical development in children				



ACE Teaching Fellows

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Thank you for welcoming an ACE teacher to your school and sharing in his/her teacher formation.

Principal and Mentor handbook available at <http://ace.nd.edu/teach/principals-and-mentors>