

October 18, 2012

Dear Principal,

Tacoma Public Schools continues to deepen their partnership with The Evergreen State College Masters in Teaching Program. Evergreen is graciously providing 14 AVID tutors to support our efforts.

This is a symbiotic partnership in that for every 2 hours tutoring, the pre-service teacher/tutor needs to be observing a master teacher in his/her content area for 2 hours. When not tutoring in an AVID elective classroom, Evergreen students will be observing in their “soon to be endorsed” content area. As Principal, please facilitate the matching between mentor teacher and MIT student prior to October 23rd. We acknowledge that this is a tight window, but could not pass up the opportunity!

While with a mentor teacher, they will:

* Assist in the classroom as appropriate
* Small group and one on one tutoring in the classroom
* Co-develop and teach (with mentor teacher assistance) a two day lesson per quarter that fits with the scope/sequence of the class.

Evergreen MIT students are there to both learn and be an extra set of eyes, supports to the mentor teacher.

We are excited to share this new development and ask your support as we strive to meet the needs of your AVID program in a very short, tight window – next week! Please print this letter and contact the appropriate personnel today so that our tutors are welcomed on Tuesday appropriately.

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| Date | Time | Responsible Person(s) | Activity |
| Tuesday, October 23rd | 10:30 AM – 12:30 PM  | PrincipalsAVID TeachersMentor Teacher (ASB President to tour?) | Tutors report to schools for introductions, tours, meet and greet mentor teacher (classroom in which they will observe/assist) and AVID teachers |
| Tuesday, October 23rd  | 1:00-3:00 PM | Kim Messersmith | Tutor Training @ Guiadrone Middle School |
| ThursdayOctober 25th | 10:30AM -2:30 PM | First Full Day @ School Sites | 2 hours of AVID tutoring2 hours observing mentor teacher\*as per scheduled by principal |
| June 6th  | 10:30AM -2:30 PM | Last day tutors deployed to schools |  |

Warm Regards,

Roger Chow, Director of Curriculum and Instruction

Rachel Smith-Mosel, AVID and 5D Instructional Facilitator

Loren Petty, Education Field Experience Officer, The Evergreen State College