Loren Petty

Education Field Experience

and Community Relations Officer

Teacher Education Programs

Self-Evaluation

August 2014 – July 2015

Highlighted Accomplishments for 2014-2015

* Continued to build on and strengthen connections with school districts. This is and always has been my top priority. I feel that I have excellent relationships with North Thurston, Olympia, Tumwater, Shelton, Clover Park, Tacoma, Steilacoom, Sumner, Highline, and Seattle but there are many new Principals and Human Resource Directors that I will need to meet this year.
* Continued to strengthened connections with Alumni through Facebook, emails and school visits.
* The MiT Job Fair at the Tacoma Campus attracted school districts to meet with the MiT year 2 candidates. Participants were from Tacoma, Federal Way, Highline, North Thurston, Seattle, Puyallup, Sumner, Yelm, Olympia, Bremerton, University Place, Olympia Community School, Eatonville, Shelton, Tukwila, Steilacoom, Franklin Pierce and Tumwater School Districts. I will continue to host the Job Fair in Tacoma as it is more centrally located.
* The Mock Interviews gave the MiT candidates the opportunity to practice interviewing and to receive feedback from school principals and vice principals, human resource directors, retired teachers, and community members (parents). We had many new people participate this year as jobs are more plentiful. Participants were from Aberdeen, Mary M. Knight, Tacoma, Steilacoom, North Thurston, Olympia, Tumwater, Centralia, Puyallup, Clover Park, Yelm, Federal Way, Franklin Pierce, Shelton, Highline School Districts and the Capital Regional ESD.
* Coordinated the MiT Hooding Ceremony.
* Assisted in preparing State and Federal Program Reports. Maintain ACCESS charts on programs current students and alumni.
* Coordinated the Program Surveys: alumni satisfaction, mentor teacher and principal satisfaction, field placement, Standard V, and end of program.
* The Connection Newsletter was published two times this year. I feel that these two newsletters were the most informative, alumni and student centered ones that we have done.
* Worked with Pat to revise and update the MiT Student Teaching Handbooks, The Guidebook to Policies and Procedures, Faculty Student Teaching Handbook and Principal Student Teaching Handbook.
* Worked with Pat to revise and update the Mentor Teacher Handouts: Mentor Teacher as Coaches, Mentor Teachers as Evaluators, Mentors’ Role in TPA Assessment.
* Revisedand updated the “Mentoring An Evergreen State College Student Teacher” Handout. This is a brief Q/A handout on the advantages of a Student Teacher.
* Assisted with the coordination of various alumni panels and guest speakers. I worked closely with the school districts and panelists regarding substitute teacher reimbursement, lunch meal tickets as well as confirmation of the panelists.
* Coordinated the nomination process and award presentation for the **P**K-12 Distinguished Educator of 2014 Awards.
* Supervised Graduate Assistants. Distribute work tasks.
* Emailed weekly job postings in the spring to MiT 2015 candidates and alumni. Also posted these job postings on Facebook. Emailed Principals regarding students to interview.
* Coordinated the photo shoot for the MiT Catalog with Alumni and Faculty.
* Reviewed and either mailed or scanned Placement files for 2nd year teacher candidates and alumni.
* Fall and Spring Student Teaching Placements and the Winter/Spring Practicum Placements.
* Diligently forwarded news articles, alumni recognitions, article ideas (suggestions) to Alumni Relations and Media/Community Relations.
* Workshops for 2nd year Teacher Candidates included: Resume Writing and Placement File information; School Librarian Panel (Sarah Applegate and Steve Coker) – What the librarian can do to help first year teaches and student teachers; What Every Employee Must Be Told by Dawn Long from North Thurston Schools; What is the TPEP by Mike McDonald from North Thurston School, The Role of the Teachers Union and the WEA by Maren Johnson, HIV/AIDS – What Teachers Need To Know by Cynthia Morrison from the Department of Health, Finding The Right Job by Rick Maloney from the Highline Schools.
* Updated MiT and MEd Alumni Recognition and Awards 2001-2015 flyer.
* Assisted in the coordinating of the PEAB Meetings. I provided all necessary OSPI Paperwork for Substitute Teacher Reimbursement, Campus Parking, and Campus Meal Tickets.
* Verified Fingerprint Clearances for Year 1 and Year 2 Teacher Candidates.
* Photoshoot for MiT Catalog – Lochburn Middle School in Clover Park. Was able to photograph alums, current MiT Student Teachers and principal.
* Continued to Work with the Evergreen Bookstore to offer an MiT Coffee Mug with 10 percent of the sales of the mug to go into our Diversity Scholarship fund.

# Reflections on 2014-2015

* I feel that my greatest strength is the one on one contact that I have with our students. I try to make them feel welcome in my office and hope that they will come by anytime to find out an answer to a question or to find out about a job.
* I enjoy the contact that I have with school district personnel: Human Resource Directors and staff, Building Principals, Teachers and Office Secretaries.
* Anotherstrength is my ability to connect with our alums.

* I am a great organizer of others as in the case of the graduate assistants.

# Goals for *2015-2016*

* Launch a “Why Teach? Why Evergreen?” Campaign to help increase enrollment in the Master in Teaching Program and to promote the positive side of the teaching profession.
* Begin a series of alumni gatherings or workshops. Every 4 or 6 months to discuss a topic or present a workshop. Our alumni could even present a topic or workshop for other alumni as well as brainstorm on how to promote the teaching profession.
* Update and revise the MiT/MEd Recognition Handout. Where and what are they doing now?
* Learn Twitter and Instagram in order to use those Social Medians to assist in recruitment and outreach.
* Take an English writing course at the college to improve my writing skills

# Long Term Goals

* Apply to the Evergreen MPA Program.

# Concern

* The Teacher Education Programs has also lost 1.5 staff members in the last two years BUT the work still needs to get done. I am the face of the Master in Teaching Program to many of the school districts as I am their first contact with Evergreen. It has been my enthusiasm and professionalism that has helped to build lasting connections with the school districts. We had a 97percent job placement rate last year, which did not happen by itself.