



Aspiring Leaders Cohort 3  
Capstone Project

# New Teacher Reference Guide

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Benhaven

Benhaven School is an approved private school in Wallingford, CT.

We serve students 5-22 from all over the state who are diagnosed with Autism and Intellectual Disability as well as related disabilities.

Our students require intensive services and often require 1:1 or occasionally 2:1 staffing, although we are always working to increase independence and reduce staffing.



## Mentor Role: *Teacher Development Coach*

“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.” —  
**Steven Spielberg**

I have been at Benhaven School for nearly 16 years, moving up from para to substitute teacher through DSAP year to teacher and TEAM mentor.

After completing 092 program, and seeing a need within the school for a full-time mentor, I proposed the idea to my director. We were already hiring 2 new teachers, so why not make it 3 and move me into a pseudo-admin role and be a full-time mentor/coach to our new teachers. It was approved!

# Teacher Development Coach

## The Vision

- Regular meeting times
- Following lead of my teachers
- Time in classrooms working side by side with teachers
- Meeting with teachers & CC to work on leadership and classroom management
- Develop resources to support all teachers

## The Reality

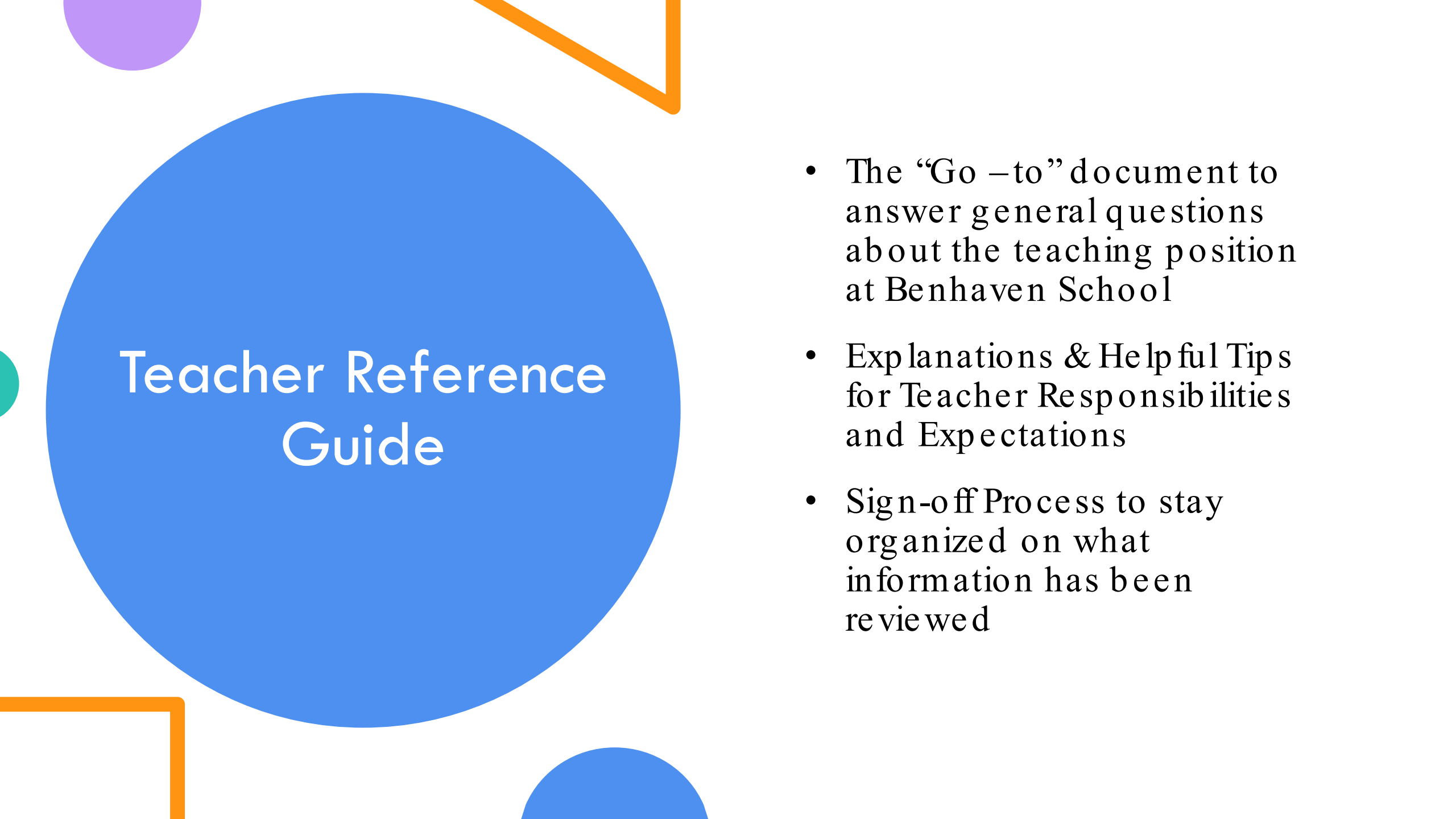
- Lack of time to meet
- Different teaching experiences impacting understanding of Benhaven expectations
- Teachers unaware of certain job responsibilities
- Important information pushed aside because of timeframe and staffing issues
- Starting to "do for" my teachers instead of coaching/mentoring/teaching



# How do I solve the problem?

Ineeded something that could:

- Keep me focused and organized
- Inform teachers and provide resources
- Give some space for autonomy



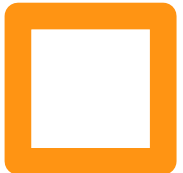
# Teacher Reference Guide

- The “Go –to” document to answer general questions about the teaching position at Benhaven School
- Explanations & Helpful Tips for Teacher Responsibilities and Expectations
- Sign-off Process to stay organized on what information has been reviewed

# Teacher Reference Guide

My references for creation of the Teacher Reference Guide:

- CT Common Core of Teaching Rubric for Effective Teaching
- NEW CT Educator Evaluation & Support Plans
- Everything that I did on a regular basis as a classroom teacher
  - PPT prep
  - Behavior & Lesson Data
  - Meeting with & Training Paraeducator Staff
  - Collaboration with Related Services
  - Communication & Collaboration with Parents
  - Managing budget
  - Creating lesson materials
  - Managing schedules...and much, much more!



# Teacher Reference Guide

## Aspiring Leaders Capstone Project

### Teacher Development & Mentor Curriculum/Reference Guide

- **Classroom Management & Para Management/Training**
  - [Daily classroom meetings](#)
  - [Schedules](#)
  - [Organization](#)
  - [Cleanliness](#)
  - [Paraeducators](#)
    - Levels
    - Supervision
    - Development
- **Planning & IEP Development & Related Service Collaboration**
  - [Prioritizing and structuring planning time](#)
  - [Related Services Collaboration](#)
  - [IEP Development](#)
    - Goal & Objective Writing
    - Present Levels
    - Positive Behavior Support Plans
    - Transition Section
  - [CT SEDs](#)
  - [PPTs](#)
    - Different PPTs
      - Checklists
    - Scheduling & Invites
      - DDS DCF
    - Preparing & Presenting

- Action Afterwards
  - IEP Start Date/ Progress Reporting Schedule
- [Evaluations & Assessments](#)
  - [Outside professionals](#)
  - Typical Assessments
- **Instruction: Data Collection, Lesson Materials & Progress Reports**
  - [Data & Implementation Sheets](#)
    - Prompt/Correction & Target Support
    - Data Sheet Styles
    - Implementation Sheets
    - Training staff
  - [Lesson Materials](#)
    - Buy vs Make
    - ~~Boardmaker~~
    - Materials Used
    - Technology
      - iPad, ~~SmartBoard~~, Computer
    - Para involvement
  - [Progress Reports \(Grading\)](#)
- **Family Involvement & Collaboration**
  - [Communication](#)
    - Daily Communication Books
    - Classroom Phone / Email / Phone Call
    - Contentious interactions
  - [Team Meetings](#)
    - Purpose, scheduling, responsibilities

- **Professional Development**
  - [Beginning Teachers](#)
    - DSAP Supervision & mentoring
    - Coaching
  - [Ongoing Support](#)
  - [PDEC](#)
    - Required trainings and orientations
    - School
  - [Teacher Supervision & Evaluation](#)
  - [Individual PD - Conferences, webinars](#)
- **Benhaven Specific**
  - [Teachers Meetings](#)
  - [Communal School Locations](#)
  - [Earned Time](#)
  - [Credit Card](#)
  - [Tax Exempt](#)
  - [Working with the residence & other group homes](#)
  - [Medical & Nursing](#)
  - [State Testing](#)
  - [School Closures](#)



## Informational Sources

- Domain 2: Classroom Environment, Student Engagement and Commitment to Learning
- Large para staff
- Personal Experience

## Classroom Management & Para Management/Training

- Daily classroom meetings
- Schedules
- Organization
- Cleanliness
- Paraeducators
  - Levels & Responsibilities
  - Supervision
  - Development



## Informational Sources

-Domain 3: Planning for  
Active Learning

-CT SEDs

-Personal Experience

## Planning & IEP Development & Related Service Collaboration

- Prioritizing and structuring planning time
- Related Services Collaboration
- IEP Development
  - Goal & Objective Writing
  - Present Levels
  - Positive Behavior Support Plans
  - Transition Section
- CT SEDs
- PPTs
  - Different PPTs
    - Checklists
  - Scheduling & Invites
    - DDS DCF
  - Preparing & Presenting
  - Action Afterwards

IEP Start Date/ Progress Reporting Schedule

## Informational Sources

- Domain 4: Instruction for Active Learning
- Large para staff
- Personal Experience

## Instruction: Data Collection, Lesson Materials & Progress Reports

- Data & Implementation Sheets
  - Prompt/Correction & Target Support
  - Data Sheet Styles
  - Implementation Sheets
  - Training staff
- Lesson Materials
  - Buy vs Make
  - Boardmaker
  - Materials Used
  - Technology
    - iPad, SmartBoard, Computer
  - Para involvement
- Progress Reports (Grading)



## Informational Sources

-Benhaven's Commitment to Family Engagement

-Personal Experiences with families *(good, bad & complicated)*

## Family Involvement & Collaboration

- Communication
  - Daily Communication Books
  - Classroom Phone / Email / Phone Call
  - Managing relationships & Professional Communication
- Team Meetings
  - Purpose, scheduling, responsibilities



## Informational Sources

-CT Educator Evaluation &  
Support Plans

-TEAM

-PDEC

## Professional Development

- Beginning Teachers
  - DSAP Supervision & mentoring
  - Coaching
- Ongoing Support
- PDEC
  - Required trainings and orientations
  - School
- Teacher Supervision & Evaluation
- Individual PD - Conferences, webinars



# Specific to Benhaven

## Benhaven Specific

- Teachers Meetings
- Communal School Locations
- Earned Time
- Credit Card
- Tax Exempt
- Working with the residence & other group homes
- Medical & Nursing
- State Testing
- School Closures



# Finishing the document

- Creating Teacher Resource Team in Microsoft Teams
- Adding this document to Team Files – allowing for easier updates
- Organizing the resources within Teams
- Adding links to online resources in the document
  - Writing all the content
  - Updates as needed



Thank you

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