

Role and Responsibilities

Mentor Teacher

The overall role of the Mentor Teacher is to provide daily support, advice, and counsel to the new teacher helping him or her to have a successful experience for their first two years in the school and community. The specific responsibilities of the Mentor Teacher are:

- To participate in a 1-day New Teacher Orientation.
- To participate in training to assist them in fulfilling their role as a mentor.
- To serve as a professional role model.
- To assist the new teacher in understanding and meeting the responsibilities of the profession.
- To assist the new teacher in becoming familiar with all district policies and procedures.
- To assist the new teacher in learning the educational values of the communities we serve.
- To meet on a regular basis formally and informally with the new teacher and administrator on a regular basis throughout the school year.
- To observe the new teacher in an instructional atmosphere. Observations will be done during the school day and will be arranged between the new teacher, mentor teacher and administrator. These observations may take place during a plan time, during recess/lunch, by using a substitute already in the building with a plan time, or as otherwise arranged within the building. There will not be substitutes hired for this specific program.
- To guide the new teacher to other staff members and resources who can provide direction and support.
- To assist the new teacher in developing and maintaining an effective classroom management plan.
- To offer suggestions regarding a variety of teaching methods and instructional strategies.
- To follow the checklist of activities and initial the log as activities are completed.
- To participate in an evaluation and make necessary annual adjustments to the Teacher Induction Program.
- To maintain confidentiality regarding all aspects of the mentoring program, including the observations, conversations, etc. with the new teacher.

Considerations for Selection of Mentor Teachers

- Veteran Teacher (at least 3 years' experience)
- Has received high evaluations on T-TESS
- Administrative and KDS Supervisor discretion

Teachers will submit an application to the district HR department to express their interest in being selected as a mentor teacher. The applications will be reviewed by the appropriate Administrator(s) and KDS Supervisor. Mentors will be asked to attend a training session to review the expectations of the year they will participate in the program. Building-based and district-wide meetings will be held to support the mentor teachers. Elementary teachers can mentor one new teacher; secondary teachers (grades 6-12) can mentor one or two teachers, stipends will remain the same no matter the assignment. The stipend will be provided as agreed upon by the PAISD Board of Trustee, and Superintendent Office.

____ Please initial that you are in agreement with the terms of a mentor teacher for the School Year of 2017-2018.

SELF-SURVEY: SHOULD I BECOME A MENTOR

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Name _____ School _____ Date _____

This checklist is based on the characteristics of effective mentors and is designed to help educators who are thinking about becoming mentors. Please place an (X) in the column that represents the degree to which the statement characterizes the way you see yourself. This survey should be completed before you complete a mentor application form and should be returned with that application.

	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
I see myself as being people oriented; I enjoy working with other professionals.					
I am a good listener and respect my colleagues.					
I am sensitive to the needs and feelings of others.					
I recognize when others need support or independence.					
I want to contribute to the professional development of others and share what I have learned.					
I find rewards in service to someone who needs my assistance.					
I am able to support professional growth and help others without taking charge within a professional framework.					
I am able to adjust my schedule to more effectively meet the needs of others.					
I am confident and secure in my knowledge and try to remain up-to-date.					
I enjoy the subject(s) I teach or the position I hold.					
I set high standards for my students and myself.					
I use a variety of methods to enhance student learning.					
My students are engaged in active learning.					
Others look to me for information about subject matter and methods.					
Overall, I see myself as a competent professional.					
I use my strengths to support my colleagues.					
I am able to explain things at various levels of complexity and detail.					
Others are interested in my professional ideas.					
Total number of checks in each column					

MENTOR APPLICATION

Approval of application will be considered by Campus Administrator(s) and KDS Supervisor

Name _____ School _____

Email: _____

Phone (home) _____ (Work) _____ (other) _____

Position _____ Level of teaching license I II III

Grade levels taught _____ Subjects _____

Endorsements _____ Highest degree earned _____

Recognition/Awards Years of teaching experience _____

Mentoring experience _____ Please check YES or NO:

YES NO

___ ___ Are you willing to serve as a mentor for one school year?

___ ___ Are you willing to receive mentor training if you haven't already had it?

___ ___ Do you participate in staff development opportunities?

___ ___ Do you incorporate current best practices into your teaching?

___ ___ Have you completed a self-assessment for mentoring, "Self-evaluation for Mentors?"

___ ___ Are you willing to complete observations of your mentee, as well as

Formative evaluations of the observations? Formative evaluation is a formal document that identifies data that is requested by the classroom teacher, thoroughly explained in the mentor training.

In the box, please write a short paragraph explaining why you would like to mentor a new teacher:

Professional references (3 people who can attest to your work as an educator and your collaborative abilities)

1. Name _____ Phone(s): _____

Address: _____

2. Name _____ Phone(s): _____

Address: _____

3. Name _____ Phone(s): _____

Address: _____

Mentor Candidate Signature _____ Date _____

Principal's Approval: _____ YES _____ NO

Principal's Signature * _____ Date: _____

*Approval indicates that the principal approves application and appropriate release time to facilitate mentor/mentee partnership.