

# **MENTOR/MENTEE PROGRAM**

**HOLLAND PATENT CENTRAL SCHOOL DISTRICT**

**REVISED 12-3-13**

*Approved by the Board of Education on February 12, 2014*

## **INTRODUCTION**

The Holland Patent Mentor/Mentee Program will provide varied and sustained support for interns and will improve instructional performance. The supportive relationship between the mentor and mentee is to be completely confidential. The program will provide support for teachers with less than two full years of teaching experience who are new to the profession and have not been mentored before.

## **COLLECTIVE BARGAINING**

The mandatory subjects of bargaining pertaining to mentoring (terms & conditions) will be collectively negotiated in accordance with the law.

## **GOVERNANCE OF THE MENTOR/MENTEE PROGRAM**

A mentor/mentee subcommittee of the Professional Development Committee has been in existence since the fall of 2003. From the beginning, the purpose of this subcommittee has been to make recommendations to the Professional Development Committee and to the superintendent about the mentor/mentee program. The committee is composed of a representative from the Teachers' Association, one from central administration, one from the Administrator's Association, the Teacher Center Director, and a teacher representative from each of the four buildings. This committee will continue to make ongoing recommendations about the following:

- The selection process for mentors
- The content of a 15 hour training for mentors
- The activities for mentors and mentees
- The content of a 15 hour learner-centered workshop for all mentees
- Decisions about changing the placement of a new teacher with a different mentor if requested to do so
- Annual review of mentoring program

The Teacher Center Director will coordinate the mentor/mentee program in coordination with the district and the mentoring subcommittee in accordance with established guidelines.

## **SELECTION OF MENTORS**

The mentor subcommittee will publicize the need for mentors in specific areas and the criteria for selection. The mentor will be a tenured teacher with a minimum of five years of experience who voluntarily chooses to become a mentor. In the selection process strong preference will be given to mentor applicants from the same building, subject area or grade level as the intern. The mentor/mentee subcommittee will recommend mentor candidates to the superintendent for appointment.

## **PREPARATION OF MENTORS**

Mentors will attend a district approved workshop. The workshop will focus on: the role of the mentor, providing a supportive environment, confidentiality, parent-teacher conferencing, professionalism, and adult learning theory.

## **TYPES OF MENTORING ACTIVITIES**

The mentor and new teacher program will include a wide range of activities. The mentor will model instruction, visit the mentee's classroom, plan with the mentee, provide orientation to the new school and district, share best practices on classroom management, provide guidance on I.E.P.'s and on parent conferencing.

The mentor and mentee will communicate a minimum of once a week. During the weekly meetings, the mentor and mentee will review the checklist of key items and provide other support as appropriate.

The mentor/mentee will visit (informally observe) each other for a total of eight times. The mentee may substitute visits to other teachers when either recommended by the mentor or requested by the mentee.

The mentor and mentee will have up to a total of four days release time at the discretion of the building principal. The release time is for planning the implementation on initial units, reviewing assessments, planning parent conferences, and reviewing classroom management. The procedure for requesting release time is for the mentor and mentee to submit a conference request at least one month before the date.

The mentees also will participate in a 15 hour workshop for one in-service credit focusing on district initiatives including Learner-Focused Schools, classroom management, parent conferences, grading policies etc. (see the list of content at the end of this document). Other workshops must be approved by the HPSCD.

The final activities component is completing ongoing assessment including monthly feedback forms, meetings with the Teacher Center Director, journals, and end of the year evaluation and documentation of participation forms.

## **TIME ALLOTMENT FOR MENTORING**

The mentor/mentee will communicate a minimum of one time per week either during planning periods or before or after school. In addition, the mentor and mentee will observe each other for a total of eight times and exchange feedback for each meeting. During these meetings, the mentor and mentee will review a checklist of key items and discuss curriculum and classroom management issues. In addition, each team composed of a mentor and mentee will have up to four days release time to:

- prepare unit plans during September-October

- incorporate K-5, middle and high school programs into the intern's classroom teaching
- review implementation of curriculum map
- review major assessments and develop strategies to prepare students
- analyze the results of ongoing assessments and devise appropriate teaching strategies
- participate in professional development as approved by the district

The District will reimburse the mentors \$500 for participating in the program.

## **CONFIDENTIALITY**

The mentors will maintain strict confidentiality about the mentor/mentee relationship and activities in order to maintain a supportive environment. Under no circumstances will the mentor share information for evaluative purposes.

## **RECORD KEEPING**

The Holland Patent Teaching & Learning Center will verify and submit the mentoring forms to the district. The district shall maintain documentation of the mentoring program for at least seven years. The documentation for each individual receiving mentoring will include his or her name, his or her certificate identification number, a list of mentoring activities, the number of clock hours successfully completed in the mentoring activity, and the name and teacher certificate identification number of the individual who provided mentoring.

# MENTORING FORM

(Must be maintained for 7 years; may be reviewed by the State Education Department)

Name of Teacher: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Teaching Certificate #: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Mentor's Teaching Certificate #: \_\_\_\_\_

## Mentoring Activities

### Session #1

Date of Completion: \_\_\_\_\_

Hours: 5

- \_\_\_\_\_ Policies & Procedures in School
- \_\_\_\_\_ Grading Policies & Grade Book
- \_\_\_\_\_ Setting up your classroom
- \_\_\_\_\_ I.E.P.s
- \_\_\_\_\_ Certification & other NYS Requirements

### Session #2

Date of Completion: \_\_\_\_\_

Hours: 1.5

- \_\_\_\_\_ Communication with Parents
- \_\_\_\_\_ Five Week Reports
- \_\_\_\_\_ Classroom Management
- \_\_\_\_\_ Parent Conferences
- \_\_\_\_\_ Review of different learning styles and teaching strategies
- \_\_\_\_\_ Legal responsibilities for students

### Session #3

Date of Completion: \_\_\_\_\_

Hours: 1.5

- \_\_\_\_\_ Motivation
- \_\_\_\_\_ Exams and Assessments
- \_\_\_\_\_ Report Cards
- \_\_\_\_\_ Analyzing Assessment Results

**Session #4**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ Budget

\_\_\_\_\_ Review of School Calendar

\_\_\_\_\_ Dimension I

**Session #5**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ Exams/Assessments

\_\_\_\_\_ Dimension II

**Session #6**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ Revisit Grading Policies

\_\_\_\_\_ Dimension III

**Session #7**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ A.I.S.

\_\_\_\_\_ Dimension IV

**Session #8**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ Organizing end of year plan

\_\_\_\_\_ Dimension V

**Session #9**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_ Concerts, field trips, exams

\_\_\_\_\_ Creating lessons that work through Dimension V

**Session #10**

**Date of Completion:** \_\_\_\_\_

**Hours: 1.0**

\_\_\_\_\_Preparing for the end of year.

The mentor and mentee will observe each other for a total of eight times. (fill in dates)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

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Signed: Teacher

Date

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Signed: Mentor

Date

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Singed: Teacher Center Director

Date

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Signed: Assistant Superintendent of Curriculum & Instruction

Date

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Signed: Superintendent of Schools

Date

Original: Personnel File  
Cc: SED Mentoring Binder