

An Administrator's Responsibilities in Your School's Mentor Program 2018-19



Assign Mentors

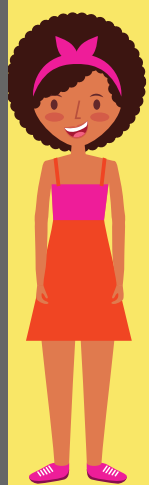
- Immediately assign mentors to 0-experienced educators
- Ensure that a professional, positive mentoring relationship develops
- Assign mentors to 0-experienced late hires throughout school year

Maintain an EST



- Create & participate in Educator Support Team (EST)
- Or, the Leadership Team can be your EST & discuss mentoring
- EST meets several times during the year
- Guides your building's mentor program
- EST supports your school's novice educators' & their needs

Select Lead Mentor



- Qualified teacher-leader
- Mentoring experience
- Good communication skills
- Interested in impacting mentors & novice educators
- Able to provide professional learning to new hires

Promote Growth



- Ensure working conditions that maximize success for new hires
- Require attendance for novice educators at monthly Educator Support Sessions (ESS)
- Promote collaboration between mentors and mentees
- Encourage mentor-mentee observations and reflections
- Submit Journal Voucher (JV) to Office of Professional Learning within 40 days of observation in order to be reimbursed for observation-related substitutes

Communicate Often



- Inform lead mentor about incoming teachers, including late hires
- Monitor mentor-mentee matches through discussions with lead mentor
- Ask questions to Mentor Program Specialists in the Office of Professional Learning:

*Dr. Jennifer Vaughan, Secondary
Dr. Amie Weinberg, Elementary*

Recognize Excellence



- Possible nomination for Lead Mentor, Mentor, and Educator Support Team awards through OPL in winter 2019
- Possible nomination for New Teacher of the Year award through OPL in June 2019

"(New educators) need to know that those in leadership positions support them and are not only willing to listen to their struggles, but also will be a partner in resolving those struggles."

*Anthony Muhammad
Transforming School Culture*