

# A Guide For MENTORS 2018-19



## Formal Meetings

Meet with your mentee at least once each week for a regularly scheduled interaction.

Mentors listen, pause, reflect, paraphrase, and question. Mentors guide mentees and help them grow as professionals.



## Two logs Per/Month

Submit at least one log between the 1-15th/month.  
Submit at least one log between the 16-end/month.



First log is due no later than last day of August 2018.

Last log is due no later than last day of May 2019.

Your mentor stipend will reflect your log submissions for each 2 week period.

Hours recorded in digital mentor logs become your re-certification points.

## Informal Interactions

These are times that were not planned to talk with your mentee; that is, these are not your formal meetings.

Include email, telephone, texting, notes, informal chats.



## Peer Observations

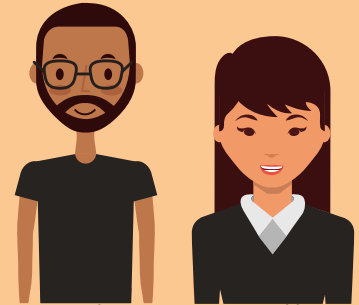
These are non-evaluative observations that should result in growth-producing feedback and discussions.

Structure observations the way that is best for your mentee.

Mentor can observe mentee; mentee can observe mentor; both can observe another.

Tell Lead Mentor about observations in advance, especially for substitute.

Schools can be reimbursed for pre-approved substitutes... Leads have the details.



## Honor Confidentiality

Mentor and mentee should develop a collegial relationship built on trust.

Protect all conversations between mentor and mentee. Do not discuss conversations with peers or administrators.

OK to discuss with Lead Mentor or OPL.



## Coach, Consult, Collaborate

Choose your stance based on the situation, always with your mentee's growth in mind.

