

MENTORING PROGRAM

All certified staff requiring a mentor teacher due to their Collaborative Certification requirements, shall submit an appropriate plan to the Professional Teaching Standards Board through a District Administrator. Accordingly, the Administrator will identify an appropriate, fully certified individual with proper endorsements to match the professional staff development needs of the collaborative applicant. The District shall arrange compensation for the mentor, which will be established by the superintendent after a review of the requirements established in the plan submitted to the Professional Teaching Standards Board and approved by the same. Compensation will be provided at the end of each school year.

The District also recognizes that new employees or newly assigned employees may require a mentor to fully establish a successful learning environment for all students. The building administrator may assign a fully certified employee as a mentor for any newly hired or newly assigned individual. Compensation for this mentoring assignment will be based on a plan developed by the building administrator in conjunction with the assigned mentoring instructor and the instructor being inducted into the district. After a review of the plan and in agreement with the building administrator the superintendent will establish this rate. Rates could vary depending on the plan developed and the mentoring need required. All newly hired employees are expected to come to the district with basic skills to complete a competent job as an instructor and a mentor could be assigned as the school year(s) progress.

Newly hired employees may request up to two years for mentoring services but newly assigned employees will be allowed a single year. Unusual circumstances could allow a newly assigned employee to request two years of mentoring assistance.

All requests for mentoring must be received by the superintendent before September 10th of the school year requested. Plans must be completed to make a mentoring request. Compensation will be provided at the end of each school year.

Administrators are not eligible for any mentoring costs.

Adopted: June 10, 2003