

Mentor Duties

1. Attend new teacher breakfast and mentor training.
2. Work with the new teacher in your building during new teacher orientation
3. Document time spent with the mentee:
 - a. Record weekly or biweekly meetings on the form provided.
 - b. Use the quarterly logs as a guide for discussion topics.
4. Sign the mentee's History of Professional Development Activities.
 - a. in-service days
 - b. classes taken
 - c. seminars and workshops attended
 - d. Beginning Teacher Assistance class attended
 - e. **New teachers will turn this into their New Teacher Facilitators at the April meeting**
5. Maintain Records
 - a. Keep copies of all mentoring paperwork for mentee and mentor.
 - b. Bring originals to the New Teacher Orientation meetings (September, October, January, February, and April)
6. Help mentee set goals
 - a. Review Performance Based Teacher Evaluation.
 - b. Assist the new teacher in writing the Professional Goal Plan.
 - c. Decide on strategies to accomplish those goals.
 - d. Evaluate progress throughout the year.
7. Observe your mentee.
 - a. Mentors are allowed 2 half-days to observe the new teacher.
 - b. Mentees are allowed 3 half-days to observe the mentor and other teachers.
8. Help the new teacher start or continue his/her portfolio
 - a. PGP
 - b. PBTE
 - c. Samples of lesson plans and student work and other artifacts that support the PGP.
 - d. Copy of mentoring records
 - e. History of Professional Development Activities
 - f. Evidence of completing a Beginning Teacher Assistance Program
9. Review state certification requirements and assist the new teacher in his/her progress toward meeting those requirements.
10. Spend an adequate amount of time with the new teacher.