

Sparta Area School District

Article 238 - Specifications for Teacher Mentors

Newly employed teachers (experienced and non-experienced educators) will be assigned a teacher mentor in accordance with the requirements of PI 34 and the Sparta Area School District Employee Handbook.

Teacher mentors will report to the district's mentor coordinator and have the following responsibilities:

Mentors of First Year, Non-experienced Educators:

1. Must complete the day long mentor training provided by the District.
2. Attend the luncheon and mentoring activities during new teacher orientation.
3. Develop a supportive relationship with mentee, respecting the importance of confidentiality. This includes being a good listener, answering questions and providing constructive feedback.
4. Be a positive role model and demonstrate professional competence. Mentors will be expected to discuss curriculum, instruction and assessment issues with their mentee, impart organizational skills and assist in prioritization.
5. Promote collegial collaboration with all teachers, support staff and administration.
6. Observe mentee at least three times and help with arrangements for mentee to observe the mentor's teaching and the work of other exemplary teachers.
7. Assist initial educator with PDP development.
8. Orientate mentee to building resources and procedures.
9. Meet at least monthly with mentee and fill out monthly checklists. Turn in monthly checklists to mentor coordinator.
10. Share resources with mentee.

Mentors of second year, non-experienced educators will continue to support their mentee during this transition year. They are to continue the roles outlined in first year specifications, however they do not need to turn in monthly checklists.

Responsibilities of mentors assigned to experienced educators new to the Sparta Area School District:

1. Must complete the day long mentor training provided by the District.
2. Attend the luncheon and mentoring activities during new teacher orientation.
3. Develop a supportive relationship with mentee, respecting the importance of confidentiality. This includes being a good listener, answering questions and providing constructive feedback.
4. Be a positive role model and demonstrate professional competence. Mentors will be expected to discuss curriculum, instruction and assessment issues with their mentee, impart organizational skills and assist in prioritization.
5. Promote collegial collaboration with all teachers, support staff and administration.
6. Observe mentor at least three times and help with arrangements for mentee to observe the mentor's teaching and the work of other exemplary teachers.
7. Orientate mentee to building resources and procedures.
8. Share resources with mentee.

Legal Reference: Wis. PI 34

Cross Reference: Sparta Area School District Employee Handbook
Part II Section 4.03(F)

Approved:

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