

Tantasqua Regional School District and Union 61

Teacher Induction/Mentoring Program Expectations of Mentors

- ◇ Confidentiality: Maintain confidentiality unless the well-being of the mentee or his/her students is in question, or a mentee has given explicit permission to share any conversations with anyone outside the mentoring relationship.
- ◇ Mentors will be required to attend the Orientation for lunch and a short meeting afterward. In addition, mentors will also be required to attend 2-3 meetings after school with the program coordinators.
- ◇ Mentor/mentee meetings are required twice per month, at a minimum, and should be recorded in the log sheet along with topic/s discussed, plan for future actions and initialed by the mentee.
- ◇ During your initial meetings, remember to address questions about building procedures, school policies, practices and resources.
- ◇ Make time for informal contact with mentees to provide encouragement and answer questions as needed.
- ◇ Assist the mentee with collegial relationships and encourage him/her to become a contributing member of grade level teams and the school community as a whole.
- ◇ Make time to invite the mentee to observe aspect/s of your practice. Schedule several classroom visits for you to see your mentee with students. Provide data and other suggestions for growth and guidance. Record these observation times and dates on your log. Seek assistance from your building principal to provide any substitute coverage as needed.
- ◇ Encourage your mentee to identify areas professional growth through reflection and focused dialogue.
- ◇ Toward the end of the school year your mentee will be planning a short student-centered presentation for the Celebration of Teaching. Assist with this process and planning, as needed.
- ◇ At the conclusion of the formal mentoring year, you will be required to attend the Celebration of Teaching with your mentee. This event is typically scheduled at the beginning of June and takes place between 4:00 p.m. and 6:00 p.m.