

BELLFLOWER UNIFIED SCHOOL DISTRICT

CA TEACHER INDUCTION

MENTOR TEACHER APPLICATION

The Bellflower Unified Induction Program is seeking applicants for the positions of *Mentor* for the coming school year. Candidate teacher/mentor matches will be made on an as-needed basis. Candidate teacher/mentor matches are based on credentials held, grade level and/or subject area experience, and school site whenever possible. Any certificated teacher may apply for this innovative program.

What is the Induction program?

It is part of the statewide induction process for teachers who hold a preliminary credential or were prepared out of state and have less than five years experience.

The experienced teacher, called the mentor, works on a one-to-one basis with the candidate teacher, offering guidance and consultation for two years. Typical activities include classroom visits, assistance, coaching, modeling lessons, offering individualized guidance or “just in time” support, analyzing student work, and planning for professional development. Mentors also model best practices and attend on-going professional development activities with other mentors.

Mentor Teacher Support and Training

Once you are assigned a candidate teacher, the Induction Coordinator arranges for your initial training, during the regular school day. If your candidate teacher is hired after the start of school, a substitute will be paid for by the Induction Program to ensure you receive the proper training.

New mentors participate in an initial training prior to beginning work with the candidate teachers with monthly follow-up trainings to develop and refine the following techniques:

- o Coaching, mentoring and goal setting
- o Use of appropriate mentoring instruments
- o Best practices in adult learning and meeting unique needs of new teachers
- o Guidance on individual mentoring challenges, reflection on mentoring practices
- o Opportunities to engage with mentoring peers in professional learning networks
- Participate in regularly scheduled meetings with other mentors.

Mentor Teacher Responsibilities

- Participate in the orientation of candidate teachers to the community, district, and school.
- Provide on-going, comprehensive support and assessment for one or two candidate teachers through the following activities:
 - o Meet regularly with candidate teachers (***60 minutes per week is a minimum expectation***) to provide “just in time” support, in accordance with the ILP, along with long-term guidance to promote enduring professional skills
 - o Observe other colleagues and peers with candidate teachers
 - o Conduct two cycles of formal observation and assessment each year to facilitate the growth and development of candidate teachers
 - o Assist candidate teachers in self-assessing their current aptitude on the CSTPs, leading to the development of an annual Individual Learning Plan
 - o Reflect often with candidate teachers on the effectiveness of their instruction
 - o Analyze student outcome data to inform the cycle of planning and instruction
 - o Connect candidate teachers with available resources to support their ILP and professional growth
 - o Review the ILP triannually with candidate teachers; make adjustments as needed
 - o Participate in ongoing evaluation of the BUSD Induction Program

Qualifications for Mentor Teachers

- Minimum of three years of effective teaching experience
- Possession of a Clear Teaching Credential
- Knowledge of the context and the content area of the candidate teacher’s assignment

- ❑ Effective interpersonal and communication skills
- ❑ Demonstrated commitment to personal professional growth and learning
- ❑ Ability, willingness, and flexibility to do the following:
 - Participate in professional training to acquire the knowledge and skills needed to be an effective mentor
 - Share instructional ideas and materials with candidate teachers
 - Deepen understanding of cultural, ethnic, cognitive, linguistic, and gender diversity
 - Be an excellent professional role model
 - Meet overall candidate teacher's needs for support

Compensation for Mentor Teachers

- ❑ One year of training and experience \$820 for one candidate teacher
- ❑ Two years of training and experience \$973 for one candidate teacher
- ❑ Three or more years of training and experience \$1281 for one candidate teacher
- ❖ Each additional candidate teacher \$820

- ❑ Up to 5 release days as needed by the mentor
 - 3 full-day mentor training academy for first year mentors
 - 2 classroom observation days of newly hired candidate teacher

Application Process

- ❑ Complete application packet including:
 - Application
 - Class Schedule and Observation Request Form
 - Two Reference Forms
- ❑ Participate in a classroom observation as part of the selection process.
- ❑ Submit completed application to:

Cathy Fong, Induction Coordinator
Instructional Support & Improvement, District Office

CA TEACHER INDUCTION

APPLICATION FOR MENTOR TEACHER

Name_____ School_____

First

MI

Last

Home Address_____

City_____ Zip_____

Cell/Home Phone_____ E-Mail_____

List your current credentials, include expiration dates:

Years as a classroom teacher in Bellflower Unified School District_____

Total years teaching_____

Teaching Assignments:

Years	School	Grade/Subject

Professional growth experiences in the last three years:

[illegible]

Name	Phone No.	School	Position

Signature_____

BELLFLOWER UNIFIED SCHOOL DISTRICT

CA TEACHER INDUCTION

MENTOR TEACHER APPLICATION

Reference Request

Dear Colleague,

You are being asked to complete a reference for a teacher who is applying for the position of Mentor in the Induction Program. This position requires professionals with unique qualities.

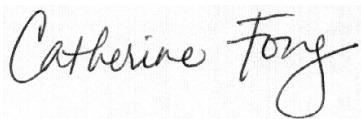
The candidates we seek are exemplary teachers who demonstrate knowledge of the state-adopted academic content standards and performance levels for students, including State Standards for ELA and Math, state-adopted curriculum frameworks, and the *California Standards for the Teaching Profession*. They must have effective interpersonal and communication skills, an understanding of teacher development, and a commitment to professional growth and learning.

Your honest and candid appraisal is an important part of the selection process. Your comments will be kept confidential. If you have questions, please call me directly at extension 2182.

Please return your completed reference to my office no later than June 30.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Catherine Fong". The signature is written in black ink on a light-colored background.

Catherine Fong, Induction Coordinator
Bellflower Unified School District

CA TEACHER INDUCTION

MENTOR TEACHER APPLICATION

Reference Form

Applicant's Name _____

1. How long have you known the applicant? _____
2. Describe your professional relationship with the applicant.
3. How has the applicant demonstrated knowledge of the state-adopted academic content standards and performance levels for students, the state-adopted curriculum frameworks, and the *California Standards for the Teaching Profession*?
4. How has the applicant shown effective interpersonal and communication skills, including an understanding of teacher development?
5. How has the applicant demonstrated a commitment to professional growth and learning?

Name (Print) _____ Date _____

Signature _____

Please return this form to the Induction office on or before June 30.