

MENTOR Role & Responsibilities

CONTRACT

Mentors are selected to work with a maximum of three B.E.S.T. teachers per year.

R277-522-3

(3) "A mentor teacher shall teach in the same school, and where feasible, in the same subject area as the Level 1 teacher."

Responsibilities:

- ☐ Read and demonstrates **"Competencies of a Quality Mentor"**
- ☐ Adheres to Competencies of A Quality Mentor, including:
 - ☐ Develops positive relationships/networks and communication that support the beginning teacher in the learning community.
 - ☐ Articulates and models best practices in content and pedagogy.
 - ☐ Responds to the unique and diverse needs of the beginning teacher.
 - ☐ Consults, collaborates and mentors to promote reflective practice.
 - ☐ Guides development of the beginning teacher's professionalism and ethical standards.
- ☐ Hold a current Professional License
- ☐ Complete required, foundational Mentor Training Course (one-time requirement)
- ☐ Support Mentees(s) in implementing skills from B.E.S.T. PD's in the classroom through the PLC process.
- ☐ Provide ongoing communication and goal-setting with Mentee in PLC meetings.
- ☐ Support Mentee with compilation/organization of Evidence of Educator Effectiveness in ObserverTab/GoalTab and promote reflective practice.
- ☐ Complete **"Needs Assessment"** with your Mentee
- ☐ Meet with Building-Level B.E.S.T. COACH 3 times (minimum) per year.
 - ☐ Elementary, Intermediate and Middle School Mentors: Meet with building-level B.E.S.T. COACH (generally the Instructional Coach)
 - ☐ High School Mentors: Meet with building-level B.E.S.T. Coach (as assigned by school) or Administrator (generally the Assistant Principal)
- ☐ Discuss and sign Mentor Contract with building administrator

Mentor Professional Learning:

Up to 4 hours of professional learning of your choice. Description filled out on a Contracted Payroll Voucher & sent in to Jeri Santos when completed.

Mentor Contract

I understand the Mentor role and will fulfill my responsibilities as outlined in the Box Elder School District Mentoring Program.

Date _____ School: _____

Name of Mentor _____ Mentor Signature: _____

Name of Mentee: _____ Mentee Signature: _____

Principal Witness _____ Principal Signature: _____

****Principal keeps these contracts on file***

Compensation

TASK	AMOUNT
Fulfilling Mentor Roles and Responsibilities effectively: - Read "Role of a Quality Mentor" - Sign Mentor Contract w/Principal and/or B.E.S.T. COACH - Discuss and support mentee in gathering and documenting evidence for teacher effectiveness - Fulfill all outlined responsibilities and roles for a B.E.S.T. Mentor as listed above.	\$100 for each mentee that meets this.
-Professional Learning Up to 4 hours of professional learning <u>of your choice</u> that will help you support the needs of your mentee/s. (for example: Canvas Course/s, Podcasts, Book Study, Online Trainings, Conferences, College Courses, etc.) Description filled out on a <u>Contracted Payroll Voucher</u> & sent in to Jeri Santos when ALL are completed.	\$25 per hour x 4 max =\$100 possible
TOTAL:	\$100 per mentee (see above) \$ 25 per PD hour (up to 4 hours total)

Any payroll concerns should be addressed to Jeri Santos or Sherri Harper at the District Office.

All stipends will be paid June of each year.