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
➡ Discuss and sign incritor 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:	

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 of your choice 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 Contracted Payroll Voucher & 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)

^{*}Principal keeps these contracts on file

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.