[Date]
Dear [District Leader / Principal / Human Resources Director],

Arizona State University's Mary Lou Fulton College for Teaching and Learning Innovation (MLFC) is reaching out to partner with your district to identify and select highly skilled educators to serve as Mentor Teachers for our teacher candidates. Mentor Teachers play a critical role in shaping the next generation of educators, and we seek experienced professionals who model excellence in instruction and are committed to supporting novice teachers.

MLFC is looking for educators with demonstrated instructional expertise, strong communication skills, deep content knowledge, and a commitment to fostering the professional growth of new teachers. Districts typically select mentor teachers who exemplify best practices, uphold state standards, and contribute positively to their school communities. Because mentors support adult learners, training in coaching and supervision—or willingness to be trained—is also essential.

Below are the key qualifications and characteristics we look for in Mentor Teachers:

- Experience: Minimum of three years of successful classroom teaching, including at least one year at the current school site.
- Credentials: A valid California Clear Credential in the appropriate content area. <insert the content, grade level requirements>
- Instructional Expertise: Demonstrated exemplary classroom practice, deep subject matter knowledge, and mastery of effective instructional strategies.
- Communication Skills: Strong interpersonal and communication skills; ability to offer constructive and supportive feedback.
- Mentoring Capacity: Training or willingness to be trained in adult learning, coaching, goal-setting, and reflective practice.
- Professional Commitment: Dedication to planning with, observing, and providing structured guidance to the teacher candidate.
- Knowledge of Standards: Understanding of state content standards and accountability systems.

We deeply value the expertise in your district, and we appreciate your support in helping us identify mentor educators who can guide and inspire our teacher candidates during their clinical practice experience.

If you have educators who meet these qualifications or would like additional information about the mentor teacher role, please feel free to contact <insert the placement Coordinator> at <email/phone>. We look forward to continuing our strong partnership and supporting high-quality teacher preparation across the state.

Thank you for your collaboration and commitment to preparing future educators.

Sincerely,

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