



SRVTIP Mentor Recruitment Protocol

The key to a powerful and successful SRVTIP experience is the skill of the mentors working with new teachers. The SRVUSD, supports a mixed model which consists of three full time Teachers on Special Assignment (TSAs) who serve as mentors in addition to maintaining the program, and many classroom teachers who serve as on-site mentors. All classroom mentors are thoroughly trained and provided with ongoing coaching support every year they participate in the program.

While SRVTIP has developed a cohort of experienced mentors, input from site administrators about potential teachers to train as mentors is solicited as the need arises. The SRVTIP mentor-training program is an effective opportunity to build positive, supportive, and shared leadership capacity at a site. Mentors report that this training and the experience of supporting new colleagues is the best professional development they have ever had.

If you are interested in applying to be a SRVTIP mentor, please follow the steps outlined in this protocol:

- ☐ Look over the information listed in the [Mentor Criteria, Responsibilities and Role](#) page from the SRVTIP handbook. You may also want to check out the page about [What a Candidate can Expect from a Mentor](#).
- ☐ Read the key elements/ standards of the SRVTIP [Mentor Continuum](#) and self-assess on the key elements identified to be a strong mentor for the SRVTIP program.
- ☐ Save this self-assessment as a separate document in your Google Drive, as you will be referring to it later in your work with your SRVTIP TSAs and in setting goals for yourself as mentor.
- ☐ Share the self-assessment (Mentor Continuum) with your Site Liaison via Google Drive (use your site liaison's email address)

- ☐ Have a discussion with your site administrator about a potential mentoring role for you. Administrators are familiar with the Mentor Continuum and Mentor Criteria.
- ☐ Review the [SRVTIP Mentor Training Calendar](#).
- ☐ The stipend to support a Candidate is \$1,500. Experienced mentors who support two candidates receive \$1,500 for the first Candidate and \$1,800 for the second Candidate.
- ☐ Locate your personal [SRVTIP Site Liaison](#) and contact them via email about the possibility of mentoring for SRVTIP. Emails are listed on the Site Liaison document. **You must let them know that you are filling out a [Mentor Application](#).**
- ☐ After you have emailed the SRVTIP Site Liaison that you have completed an application, they will send your administrator an Administrator Confirmation Google Form.
- ☐ If the SRVTIP team has an opening, or anticipates an opening in the near future, you will be contacted to discuss the Mentor Criteria and Continuum, as well as to plan for next steps for training and getting matched with a credential Candidate.
- ☐ Within the first month of school, you will be asked to fill out a Mentor Professional Agreement, also known as a Memorandum of Understanding (MOU), and will work closely with your SRVTIP Site Liaison and other mentors to set mentoring goals and make a growth plan for the year.
- ☐ For more information, visit our “Mentor Resources” and “Mentor Recruitment” pages on our [SRVTIP Website](#).

Thank you for your interest in joining the SRVTIP Team!