



Chicopee Public Schools
134 Dulong Circle, Chicopee, MA 01022

DATE: May 13, 2026

TO: All Staff

FROM: _____
Jennifer Bellville,
Deputy Superintendent for Academics

RE: **POSITION AVAILABLE**

Site Based Mentor Program Facilitator for the 2026-2027 School Year (1 per building)

Duration: June 2026 - June 2027

Dates: Required attendance:

Site Based Mentor Training	June 15th (<i>tentative</i>)	3-4 PM
New Educator Orientation	Thursday, August 20, 2026	8 AM - 3 PM
Site Based New Educator Meetings	as scheduled	August - May

Optional Attendance: (unpaid, PDP's offered)

New Educator Workshops	September 2026 - April 2027	3:15 - 4:15 PM
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Stipend: \$40.00 per hour, not to exceed 50 hours

Funding: FY26 Title IIA or other funding source.

Purpose and Duties:

1. Attend Site Based Mentor Meetings with PD Liaison as needed.
2. Work with Building Principal and PD Liaison to maintain a list of new hires for their building and mentors as they are assigned.
3. Attend New Educator Orientation on Thursday, August 20, 2026.
4. Create Schedule, Agenda, and Facilitate Site Based New Educator Meetings.
5. Monitor mentoring activities in the building, assist as needed. Provide site based mentoring support as new educators are hired throughout the year.
6. Report to the Deputy Superintendent for Academics or their designee.

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Detailed Description of the Site Based Mentor Program Facilitator Role:

1. Facilitate Site Based Mentoring Meetings for all new educators on:

- **August 20th** - 12 - 3 PM at respective school building
- **August 26th** - After School Check In Mtg with New Hires

Meetings below are suggested and tentative:

- **August/September (2-3)** as scheduled by facilitator
- **October (2)** as scheduled by facilitator
- **November (1)** as scheduled by facilitator
- **December (1)** as scheduled by facilitator
- **January (1)** as scheduled by facilitator
- **February (1)** as scheduled by facilitator
- **March (1)** as scheduled by facilitator
- **April (1)** as scheduled by facilitator
- **May (1)** as scheduled by facilitator

2. Facilitate Site Based New Educator Meeting(s) for Year 2 and Year 3 educators as needed.
3. Maintain a list of new educators in the building and their assigned Beginning Teacher Mentor or Beyond the Induction Year mentor. Assist with matching mentors to new educators as needed.
4. Be available to support mentors and new educators.
5. Maintain open lines of communication with the Building Principal and PD Liaison regarding mentoring activities in the building.

Qualifications: Unit A Professional Status Teacher or Unit B Administrator

A **letter of interest** must be submitted to the office of Curriculum, Instruction, and Accountability, accountability@cpsge.org on or before **Wednesday, May 27, 2025.**