**MENTORING SHARED ROLES AND RESPONSIBILITIES**

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|  | **ROE** | **DISTRICT** | **PRINCIPAL** | **PROGRAM DIRECTOR/**  **LEAD MENTOR** | **MENTOR** | **NEW TEACHER** |
| **Mentor Training** | Provides 4 days of mentor training on a yearly basis. | Require all mentors to receive training and provides resources to support that training | Makes sure that new mentors receive adequate notice of training opportunities | Works with district principals to notify new mentors of training opportunities | Completes 4 days of training during the first year of a two-year program. |  |
| **Mentor Assignments** |  |  | Matches Mentors and New Teachers as soon as possible using sound mentoring principals | Assists principals when needed. |  | Cooperates with Mentor |
| **Administrative Training** | Provide administrator training on a yearly basis | Require “Mentoring Overview” training of all new principals |  |  |  |  |
| **Program**  **Coordination** |  | Assigns this responsibility to a district administrator or teacher |  | Oversees the program and acts as a liaison with the ROE |  |  |
| **Orientation of New Teachers** | When funding permits, new teacher networking events with | Supports and assists with orientation to district policies and procedures | Takes the lead in orienting new teachers to the building, the curriculum, and expectations. | Coordinates the orientation of the new teachers with principals. |  | Attends and cooperates with all orientation events and activities. |
| **Record Keeping** |  | Stores required new teacher data on and maintains those records for at least 5 years. |  | Compiles approved plan required new teacher data at the end of each school year and copies appropriate district-level personnel. |  |  |
| **Evaluation** | Provides resources for evaluation through administrative “Overview” trainings. |  |  | Conducts yearly evaluation of district mentoring procedures and practices. |  |  |
| **Certificates of Completion** |  | Issues or delegates the issuing of certificates for successful completion at the end of a two year program. |  | Advises New Teachers on the collection of appropriate documentation of required activities. | Assists the New Teacher with collection documentation of required activities. | Keeps a portfolio of documentation of required activities until the NT’s Standard Certificate has been issued. |
| **Approved Plan submission or revisions** | Technical assistance with writing and submitted plans | Creates the plan, secures Board of Ed. Approval and submits the final version through the ISBE web site. |  |  |  |  |