TEACHER MENTOR PROJECT

*“Great things come from small beginnings!”*

**S**chools

**P**ublic

**Q**uincy

**Administrator Roles and Responsibilities**

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| * Attend an “Induction and Mentoring” training for administrators
* Understand roles and responsibilities of mentors and protégés
* Respect the confidentiality of the protégé and mentor teams
* Support protégés and mentors by attending monthly protégé and mentor trainings
* Support both the mentor and protégé in formative observations / shared observations by facilitating classroom coverage, scheduling, etc. within the district
* Encourage utilization of QPS resources (e.g. Literacy leaders, HELP Team, counselors, social workers)
* Attend Summer “New Hire Induction Training” opening and closing activities
* Promote ongoing collaboration and dialogue between protégé and mentor teams
* Ensure representation of administrators on the Teacher Mentor Team from all building levels
* Support mentors and protégés by attending one-to-two celebratory events throughout the year
* Encourage both mentors and protégés to attend their respective monthly trainings
* Promote participation in 2nd year QPS Mentoring and Induction Project to facilitate the move from Initial to Standard Certification
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