

ADMINISTRATIVE PROCEDURE #8

AREA: Human Resources

TOPIC: **Novice Teacher Mentor Support**

SOURCE: Mentor Induction

PROCEDURE:

Hiring Procedures for Mentors

1. There are two prerequisites for a teacher to serve as a mentor of Novice Teachers:
 - a. He/she must submit an application to mentor a Novice Teacher to the building principal. This will be held on file in the mentor's building. This only has to be done once.
 - b. He/she must complete the CFT Mentor Training. This is a one time, 12-hour training that is usually offered once per year (usually in June or August).
2. Anyone wishing to apply for one of the 10-hour, extra duty support positions outlined below must also have completed the CFT Mentor Training. Exceptions to this requirement must be approved by the Executive Director of Human Resources in consultation with the CFT President.
3. The principal will obtain the list of trained Mentors from the CFT steward in his/her building. The principal and the CFT head steward will collaborate about the matching of Novice Teachers and Mentors. Teachers participating in the 6% Retirement Option who have previously served as mentors will be given first consideration. Mentor/mentee matches should be made within the building/grade level/content area if possible.
4. The principal will make the final hiring decision and will complete a Recommendation for Hire and submit it to Human Resources ASAP.
5. The principal will notify the Mentor to attend the Novice Teacher Mentor Program orientation during the New Teacher Academy.

Mentor Eligibility – Full-Time Hires

1. To be eligible for mentor support, a Novice Teacher must be placed at Step 1 (entry level) on the salary schedule.
2. Novice, full-time teachers will be provided full mentor support.

3. Novice, full-time teachers who work less than a full year but more than 120 days will be provided full mentor support. The mentor will be paid on a prorated basis for the date of the Novice Teacher's hire.
4. Novice, full-time teachers who work fewer than 120 days will be provided up to 10 hours of paid mentor support. These 10-hour, extra duty support positions will be posted and hired internally. The positions should be posted as interim novice teacher support. These Novice Teachers will be invited to attend all Novice Teacher activities, but attendance is voluntary.
5. A Novice, full-time teacher who previously received only 10 hours of paid mentor support and is hired for a second year of service as a full-time teacher will be eligible for full mentor support in Year 2. No additional support will be provided during a second part-time year or any full-time or part-time service after Year 2.

Mentor Eligibility – Part-Time Hires

1. To be eligible for mentor support, a Novice Teacher must be placed at Step 1 (entry level) on the salary schedule.
2. Novice, part-time teachers hired before February 1st will be provided up to 10 hours of paid mentor support. These 10-hour, extra duty support positions will be posted and hired internally. The positions should be posted as interim novice teacher support. These Novice Teachers will be invited to attend all Novice Teacher activities, but attendance is voluntary.
3. A Novice, part-time teacher who is hired for a second year of service as a full-time teacher will be eligible for full mentor support in Year 2. No additional support will be provided during a second part-time year or any full-time or part-time service after Year 2.

Program Structure

1. A curriculum (developed by the District in cooperation with CFT) will be provided to Mentors.
2. The District curriculum will not limit the Mentor/Novice Teacher relationship and will support the work being done with the Novice Teacher. Quarterly meetings will be held for all Mentors/Novice Teachers to provide training and support. These meetings will be held after school, but will not exceed two hours.
3. The Mentor Teacher, the Novice Teacher, and Principal will collaborate at least quarterly regarding progress, concerns, and any needs for support. The purpose of this collaboration will be to help the Novice Teacher be successful. The input will not be a part of the evaluation process.