

INDUCTION AND MENTORING
SHARED ROLES AND RESPONSIBILITIES: I-KAN Regional Office of Education AND
Participating School Districts

ROE	DISTRICTS	PRINCIPALS/PROGRAM COORDINATOR	REGIONAL LEAD MENTOR	MENTORS	NEW TEACHERS
1. Provide contracted ICE 21 Overview Mentoring and Induction for district principals/superintendents to ensure that they know the procedures of moving from initial to standard certificates and of mentoring responsibilities	Release administrator/program coordinator to attend ICE 21 Overview	Must attend ICE 21 Overview Training. Work with the district to develop an application process for mentors and a Mentor Selection Rubric. Grant will pay \$75 Administrative Academy fee.	Attend ICE 21 Overview training with Principal/Program Coordinator. Determine where new mentors will be needed		
2. If requested, assist district in mentor selection		Review Mentor Applications to make selections based on district criteria/need	If requested assist district in mentor selection	<ul style="list-style-type: none"> Complete Mentor Application form Submit to Principal/Program Coordinator 	
3. Provide updated ICE 21 training for district selected mentors. All training costs will be covered. Provide sub fees	Provide release time for mentors to be trained and also work regularly (minimum 1.5 hours weekly) with a new teacher	Provide release time for mentors to be trained and also work regularly (minimum 1.5 hours weekly) with a new teacher	Assist Trainers at the ICE 21 Training	Attend ICE 21 Mentor Training	
4. ROE is provided with mentor/new teacher match list		Use Mentor Selection Rubric and matching criteria (i.e., proximity, grade level, etc) to make mentor/new teacher match			
5. Host a beginning of the school year kick-off for new teachers, mentors, and district educational leaders		<ul style="list-style-type: none"> Attend Back to School Kick off. Meet with mentors and new teachers to discuss norms, expectations, procedures 	Assist with the invitations and set-up for Kick-off	<ul style="list-style-type: none"> Attend the Back to School Kick off Attend Principal's meeting 	<ul style="list-style-type: none"> Attend the Back to School Kick off. Attend Principal's meeting
6. Monitor mentor/new teacher contact information (minimum 1.5 hours per week)		Build in release time for mentor/new teacher contact time (subs, common planning time, etc.)	Schedule and meet on-site weekly with mentors and new teachers	Schedule, meet and document contact hours with new teachers (minimum 1.5 hours weekly)	Meet with and document contact hours with mentor
7. Provide ½ day of Illinois Continuum of Teacher Development (ICTD) Training		Mandate mentors to attend the after school ICTD Training	<ul style="list-style-type: none"> Assist Trainer(s) with ICTD workshop Monitor ICTD use 	<ul style="list-style-type: none"> Attend the ICTD workshop Complete evaluation Use with 	With mentor assistance use ICTD to self-assess practice (2-3 times per semester)

				new teacher	
8. Provide full day IPI Training and sub fees up to \$90/day		Provide release time for mentor attendance at the IPI training	<ul style="list-style-type: none"> Assist Trainer(s) with IPI workshop Monitor IPI use 	<ul style="list-style-type: none"> Attend the IPI workshop Complete evaluations Use IPI Data Recording form to "code" in new teacher classroom 	With mentor use IPI data to look at "Levels of Student Engagement"
9. Provide sub fees for 2.5 release days per semester up to \$90/day		Provide 2.5 days of release time per semester for each mentor and new teacher	Assist with arranging subs for the 2.5 days of release time per semester	Schedule the 2.5 release days per semester and meet with new teacher	New teacher meets with mentor 2.5 release days per semester
10. Host networking meetings quarterly for mentors/new teachers to network with each other		As an expectation mentors/new teachers attend networking meetings	Conduct on-site quarterly Professional Development Networking meetings with mentors/new teachers	Attend quarterly mentor networking meetings	Attend quarterly new teacher networking meeting
11. Schedule 3 to 5 Hot Topics per semester for new teachers, mentors, and administrators based on needs assessment		Attend Hot Topic specific to their role in induction	<ul style="list-style-type: none"> Identify needs of mentors/new teachers Arrange after school Hot Topics 	Attend at least one Hot Topic session per semester with new teacher	Attend at least one Hot topic session per semester with mentor
12. Assist districts in the evaluation process	Implement the evaluation process	<ul style="list-style-type: none"> Complete Principal Survey Complete Program Coordinator Survey Complete regional and state required forms 	Assist in the evaluation process	Complete Mentor Self-assessment Questionnaire	Complete New Teacher Questionnaire
13. Check completed Documentation Packet at the end of the year			Review Documentation Packet for completion		Submit to the lead mentor for review completed Documentation Packet
14. Schedule an end-of-the-year celebration for mentors, new teachers, and district educational leaders	Attend end-of-the-year celebration	Attend end-of-the-year celebration	Plan and host the end-of-the-year celebration	Attend end-of-the-year celebration	Attend end-of-the-year celebration