

SAINT PAUL PUBLIC SCHOOLS
2010 – 2011 School Year

MENTOR JOB DESCRIPTION - 1st year teachers (mentees)

Qualified **tenured** teachers are asked to consider mentoring non-tenured licensed teachers and other licensed staff new to the district. The major responsibilities for this position are:

1. Meet the mentee during opening week to plan for the first day/week of school. Meet within two weeks of start date for mentees starting or transferring to your school/site during the school year. Meet consistently throughout the entire school if your mentee is a 1st year full year. Meet consistently throughout the semester if your mentee is 1st year half year, or finishing up a half year from 2011. Submit records on line consistently throughout the year. Please submit your request for payment by October 18, 2011. The website is as follows: <http://thecenter.spps.org>, 'teaching and learning for career educators', 'mentor/mentee program', 'request for payment', 'observation forms'
2. **Protocol around Full-year mentees**, the mentor responsibilities are:
 - Full-Year (for a first-year mentee hired up until December 17, 2011)
 - Meet or confer at least weekly to discuss problems, share information, and get updates on how your mentee is doing.
 - At least 6 times during the school year, observe and/or model lessons in your mentee's classroom **or** have your mentee observe you or another teacher. Meet after each observation to discuss the lesson.
 - Complete 6 Mentor Classroom Observation Records and submit **electronically** to Laurie Brazman (laurie.brazman@spps.org) in May along with your mentee's Survey Report.
 - Help your mentee claim 2 release days during the year for mentoring activities. The observation forms should include the visit around the observation, short notes from conversations between observations as well as the total number of hours spent with your mentee to date. The Event Number for substitute coverage is 25019.
 - **Protocol around Half-Year mentees** (for a first-year mentee hired between December 14, 2011 and February 14, 2012)
 - At least 3 times during the school year, observe and/or model lessons in your mentee's classroom or have your mentee observe you or another teacher. Meet after each observation to discuss the lesson.
 - Complete 3 Mentor Classroom Observation Records and submit **electronically** to Laurie Brazman (laurie.brazman@spps.org) in May along with your Mentee's Survey Report.
 - Help your mentee claim 1 release day for mentoring activities. The observation forms should include the visit around the observation, short notes from conversations between observations as well as the total number of hours spent with your mentee to date. The Event Number for substitute coverage is 25019.
4. Complete and submit all required online documentation by May 20, 2011 to receive compensation of in-service credit or stipend.

Full-Year: Teachers mentoring first-year mentees will earn EITHER a Full Year: \$700.00 stipend or 2-3 in-service credits; Half-Year: \$350.00 stipend or 1-2 in-service credits.

If you would like to serve as a mentor teacher for the 2011-2012 SY please work with your principal to formalize your mentor relationship with new licensed staff.

Note: There is a maximum of 2 mentees per mentor.