

# Mentor Handbook 2007–2008

Training and program resources for teacher mentors

## **I Teach**

I light a spark in a darkened soul

I warm the heart of one grown cold

I look beyond and see within

Behind the face, beneath the skin

I quench a thirst, I soothe a pain

I provide the food that will sustain

I touch, I love, I laugh, I cry

Whatever is needed, I supply

Yet more than I give, I gain from each

I am most richly blessed—I teach

*Annette L. Breaux*

**Denver Public Schools**  
TEACHING AND LEARNING DEPARTMENT  
900 Grant Street, Room 600 720-423-3249  
Denver, CO 80203





August 1, 2007

Dear Mentor:

**The real key to your influence with me is your example...**

Stephen R. Covey

Welcome to Denver Public Schools' Induction Program! We are delighted you have agreed to serve as a mentor for a teacher new to our district.

This packet contains the materials you will need for your year of mentoring. Please read it thoroughly and familiarize yourself with the new responsibilities. Included is your job description, timelines, forms, and due dates.

Finally, please sign and submit the Mentor Agreement located at the end of this packet before meeting with your assigned mentee.

If you have questions or concerns at any time, please call me at 720.423.3786 or email [newteachersandmentors@dpsk12.org](mailto:newteachersandmentors@dpsk12.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Nazarena P. Garrón Ciberay', is shown on a light-colored rectangular background.

Nazarena P. Garrón Ciberay  
Program & Induction Coordinator  
[nazarena\\_garron@dpsk12.org](mailto:nazarena_garron@dpsk12.org)

# Table of Contents



<b>Introduction</b> .....	3
<b>Overview of the New Teacher Program</b> .....	4
Induction .....	5
New Teacher Network .....	5
<b>Mentor Job Description</b> .....	6
Mentor Requirements .....	6
Mentor Stipend Rates .....	6
Mentor Waiver Form .....	6
<b>Required Mentor Documentation</b> .....	7
Mentor Planning Worksheet .....	8
Mentor Log Worksheet .....	9
Mentor Reflection Worksheet .....	10
<b>Program Contact</b> .....	11

# Introduction



As part of the New Teacher Program at Denver Public Schools, new teachers with initial licenses are required to have mentors during their first year of teaching. The Mentor Program is designed to support a successful and productive semester of partnership for mentors and new teachers and is an essential part of the Denver Public Schools Induction Program.

This Mentor Handbook describes how the mentor program works so that mentors clearly understand their responsibilities and can support new teachers in meeting their goals. In addition, this handbook contains resources, such as contact information, for use throughout a mentorship.

The sections of this handbook include:

Section	Description
Overview of the New Teacher Program	Provides details about new teachers and Induction. <i>Use this section to learn how the mentor program fits into the overall picture in the New Teacher Program and to support new teachers in meeting their program requirements.</i>
How the Mentor Program Works	Provides details about the roles and responsibilities of mentors. <i>Use this section to learn about expectations of mentors and how to successfully participate in the mentor program.</i>
Required Mentor Documentation	Provides details about mentor program documentation. <i>Use this section for definitions and deadlines about required documentation and to access worksheets for reporting and payment purposes.</i>
Mentor Program Contacts	Provides the latest information about who to contact for what in the mentor program. <i>Use this section for general reference and contact procedures.</i>

# Overview of the New Teacher Program

The goals of the New Teacher Program and therefore the Mentor Program include providing leadership to new teachers entering our school district in order to ensure their success and the success of student achievement.

The New Teacher Program consists of three components, described below.

## Induction

Induction is required for new teachers at Denver Public Schools and is part of the New Teacher Program. In addition, Induction is required by the Colorado Department of Education (CDE) in order to move from a provisional or initial teaching license to a professional teaching license.

Requirement	Description
Pre-Semester Professional Development	New teachers attend <b>Orientation</b> in August (make-up session for late hires in January) and complete the <b>Video Component</b> (online) within the 1 <sup>st</sup> two months of employment.
On-going Professional Development	New teachers participate in on-going professional development through in-building work, attendance at professional development courses offered by the school district, and/or through the New Teacher Network, external to district classes (online courses, college classes).
Mentor Support	Principals or supervisors assign mentors to New Teachers from their building who act as teacher, and advocate for first-year new teachers.

# New Teacher Network



The New Teacher Network (NTN) available October 2007 – April 2008, is designed to provide on-going professional development courses, which are specific to new teachers. Professional development opportunities through the New Teacher Network are in addition to those provided by schools, departments, instructional support, and networks. The New Teacher Network (NTN) offers several courses every semester to assist new teachers in making the transition into Denver Public Schools. Example topics for NTN course include communication in buildings and within the district, CSAP Preparation, technology, culture, and processes.

Please refer to the Leadership Development website ([http://curriculum.dpsk12.org/new\\_teach.htm](http://curriculum.dpsk12.org/new_teach.htm)) in the New Teacher area for the more information on courses, schedules, dates, and to register. Participating teachers will be paid for up to 16 hours at the hourly in-service rate.



# Mentor Job Description

Mentors at Denver Public Schools are leaders in their profession; they are aware of the needs of their mentees and personally take on the success of a new teacher.

A mentor at Denver Public Schools:

- Demonstrates successful experience as a professional in our school district.
- Meets regularly, observes, and conferences with mentees.
- Listens and responds to concerns and questions from mentees.
- Models lessons and professional responsibilities.
- Provides constructive, informative feedback on performance.
- Maintains confidentiality.

## Mentor Requirements

The mentor program requires certain commitments in order to ensure the success of the program for both mentors and mentees, as follows.

- Mentors **commit to one year** as a mentor.
- Mentors **log a minimum of 20 hours per semester** with each mentee.
- Mentors **maintain and submit documentation** as described in the *Required Mentor Documentation* section of this handbook.

## Mentor Stipend Rates

Mentors receive a stipend at the end of each semester after they submit their log and reflection worksheets. Stipend rates depend on how many people were mentored in each semester.

*Due to budget year limitations mentors who submit Mentor Logs (received) after June 5<sup>th</sup>, 2008 forfeit this stipend.*

Stipend Rates per semester for the 2006–2007 school year:

One Mentee	=	\$200
Two Mentees	=	\$375
Three Mentees (or more)	=	\$425

## Mentor Waiver Form

New teachers/student service providers in Denver Public Schools with Professional Licenses may opt out of the mentoring program by completing the Mentor Waiver Form, **with the signature of their principal/supervisor**, and submitting it to Nazarena Garrón Ciberay by September 14<sup>th</sup>, 2007.



# Required Mentor Documentation



Mentors are required to maintain three pieces of documentation for each new teacher they mentor. Each piece of documentation is described below and the respective worksheets are provided in subsequent sections.

Worksheet Name	When to Use	Description
<i>Mentor Planning Worksheet</i>	Beginning of Semester	Use to set up a semester plan with your mentee by identifying personal needs of the mentee and creating common goals.
<i>Mentor Log Worksheet</i>	Throughout the Semester	Use to log contact hours with a mentee, which must be submitted at the end of each semester in order for a *Mentor to receive their program stipend *New Teacher to complete this required component.  <i>The mentor stipend is forfeited if not received by June 5, 2008</i> <i>This documentation MUST be provided even if the stipend is forfeited by mentor.</i>
<i>Mentor Reflection Worksheet</i>	End of Semester	Use to complete a semester of mentoring by reflecting on accomplishments and providing suggestions for improvement of the mentor program.



# Mentor Planning Worksheet

2007–2008



Mentor Planning Worksheet

Today's Date:

Mentor Name:

Mentoring Semester:

Mentee Name:

Directions:

- Mentors and mentee(s) use this worksheet to establish a relationship and formalize semester needs and goals.
- Mentors use one Mentor Planning Worksheet for each mentee they mentor each semester.
- Upon completion, copy the Mentor Planning Worksheets for both the mentor and mentee(s).

**Discuss three main needs of the mentee and record them here.**

1)

2)

3)

**Discuss a plan to meet each mentee need and record plan here.**

1)

2)

3)

**Discuss mutual goals for both the mentor and mentee and record them here.**

1)

2)

3)

*Thank you for your partnership in supporting the success of new teachers at Denver Public Schools. Refer to your plan to ensure you are meeting mentee needs and your goals throughout the semester.*

**Mentor Signature:**

**Mentee Signature:**

# Mentor Log Worksheet

2007–2008



Mentor

Mentee

Mentor Name:

Mentee Name:

School:

School:

Social Security Number:

Number of Mentees: \_\_\_\_ of \_\_\_\_

**Directions:**

- Use this form to record the date, hours, and description of each interaction you have with your assigned mentee(s).
- Complete, with principal signature, your Mentor Log Worksheet and submit with a Mentor Reflection Worksheet for each mentee.
- Submit worksheets to Nazarena Garrón Ciberay by fax 720-423-3890 or by mail to Leadership Development, 900 Grant Street, Room 600.
- Worksheets are due by December 7<sup>TH</sup> for fall semester and May 9<sup>TH</sup> for spring semester. If this worksheet is not received by **June 5**, you will **forfeit** your stipend.

Activity or Meeting Name and Description	Date	Hours
<b>Total Hours</b> (should total 20 or more per semester per mentee)		

Mentor Log Worksheet

*I support this mentor/mentee relationship and verify that this relationship has impacted the quality of instruction in the new teacher's classroom.*

**Principal's Signature:**

**Date:**

# Mentor Reflection Worksheet

2007–2008



Today's Date:

Mentoring Semester:

**Mentor Name:**

**Mentee Name:**

School Name:

School Name:

**Directions:**

- Use this form to reflect on and evaluate your mentor experience and provide feedback about the mentor program.
- Complete and sign a Mentor Reflection Worksheet and submit with a Mentor Log Worksheet for each mentee you mentor.
- Submit worksheets to Nazarena Garrón Ciberay by fax 720-423-3890 or by mail to Leadership Development, 900 Grant Street, Room 600.
- Worksheets are due by December 7<sup>TH</sup> for fall semester and May 9<sup>TH</sup> for spring semester.

**What types of contact did you have with your mentee? (Please check all that apply.)**

Phone

Observation

Conferences

Social

Other (please explain below)

**What are the strengths of the mentoring relationship you have with this new teacher?**

**What are specific suggestions you have for improving the mentoring program?**

*Thank you for being a mentor and for your leadership in supporting the success of a new teacher at Denver Public Schools.*

**Mentor Signature:**

**Mentee Signature:**

# Program Contact



We want you to be able to get the information you need when you need it and to easily be able to submit documentation as required. Fax your mentor documentation to Nazarena Garrón Ciberay for payment at the end of each semester. Always check the Curriculum and Instruction (Teaching and Learning) Department Web site for deadlines and any updates to documentation requirements. In addition, you may contact Nazarena about anything related to program stipends, New Teacher Network, and for general information about New Teachers and the Mentor Program.

## Nazarena P. Garrón Ciberay



Phone Number: 720-423-3786



Fax Number: 720-423-3890



Email Address: [nazarena\\_garron@dpsk12.org](mailto:nazarena_garron@dpsk12.org)



Location: Leadership Development Department, 900 Grant Street, 6<sup>th</sup> Floor

## Online Information and Resources

Handbooks, worksheets, general information, and latest updates are also available online at the New Teacher Web site. We are continually working towards growing the resources we make available on the Web site, so please check the Web site often.

### New Teacher Web Site



Web Address: [http://curriculum.dpsk12.org/new\\_teach.htm](http://curriculum.dpsk12.org/new_teach.htm)