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## Designated Mentor Responsibilities and Duties

**Designated Mentors** are paid mentors of zero-experienced educator that have the primary responsibility of providing individualized and target support. Highly trained and prepared mentors are the linchpins in the PWCS mentoring program.

### Responsibilities and Duties

- \*Meet regularly with mentee (once per week recommended) to engage in informational discussions, problem-solving/continuous improvement dialogue, reflection, pre- and post- observation conferences, and/or coached planning.
- \*Work with mentee to establish a quarterly observation schedule to include mentee observe mentor, mentor facilitates observations of other teachers, mentor observes mentee. See [resources](#) for more information and tools for observations.
- \*Attend mentor meetings with mentee.
- \*Complete mentor interactions as required by the Mentor Induction Curriculum.
- \*Utilize resource mentors to support the work of both you and your mentee.
- \*Complete a Mentor Interaction Log quarterly and give a copy to the lead mentor (evidence for stipend and provides information for planning and program improvement by the Lead Mentor and Office of Professional Development).
- \*Participate in learning and continuous improvement as a mentor.
- \*Model professionalism and maintain confidentiality.



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«   **June 2012**   »

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