

# MT. PLEASANT PUBLIC SCHOOLS Schedule B Contract Rider~ Mentor Teacher

**Form Instructions:** Complete the fillable areas.

Digitally sign and date. Save as PDF to your computer. Attach to an email and send to the person who will complete the next signature.

This staff member is hereby appointed to perform the following service(s) for the district during the \_\_\_\_\_

school year. The duty listed is considered over and above the individual's regular assignment.

Mentor Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Mentor to \_\_\_\_\_ (\$500) Yr.  (\$300) Yr. 2  (\$100) Yr. 3

ACCOUNT NUMBER FOR MENTOR TEACHERS: **11.1221.1293.6.0.0.0.569**

## Role of the Mentor Teacher

Mentors should take the lead in reaching out to the mentee and create a successful relationship. Initial meetings should include establishing norms, schedules and expectations. The mentor teacher should model and guide the new teacher through a continuous cycle of self-evaluation and reflection.

In addition, the mentor shares the best of their own strategies for implementing the Common Core and the Framework for Effective Teaching. The mentor's role is to respond to the mentee's needs and to help the mentee be aware of key dates and deadlines, assisting him/her in preparing to meet expectations.

- Remain current on best practice and research based initiatives that the district supports
- Participate with the Mentee in district offered professional development (when applicable)
- Commit to the mentoring process
- Orient Mentee to the school district and community and link Mentee to available resources
- Observe at least one lesson of the Mentee per tri
- Be available to the Mentee outside regular school hours
- Meet with Mentee frequently
  - 3 times per month in Year 1
  - 2 times per month in Year 2
  - 1 time per month in Year 3
- Maintain strict confidentiality
- Help your MENTEE meet "New Teacher" professional development requirements.
- **Maintain contact log of Mentee meetings (submit contact log to principal at the Mid-Year Meeting).**

Directions:

Please submit this document to your building administrator in January, along with your Mentor/Mentee Contact Log.

Half of your mentor pay will be processed in January and the other half will be processed in May/June.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Building Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Assistant Superintendent Signature: \_\_\_\_\_

*The Schedule B assignments listed above are for the period specified. Neither the amount of the stipend, nor the duties are to be considered part of the teacher's regular assignment, or the contract rider for regular services. Any condition of this special assignment beyond the period specified shall be subject to review and approval of the Board of education or its designee.*

*Mt. Pleasant Public Schools is committed to a policy of nondiscrimination in all of its programs in relation to race, religion, sex, age, national origin, and handicap.*