



Mentor Program

USD 321

Rossville Grade
St. Marys Grade
Rossville Jr/Sr High
St. Marys Jr./Sr High



Program Statements

Beliefs...

We believe that educators who continually strive to learn and grow become professional educators.

We believe that the Mentorship Program will provide increased collaboration among staff.

We believe that the Mentorship Program will promote personal and professional well-being for new and experienced educators.

Goal...

Structure a process that encourages high performing staff and students.

This goal will be achieved by encouraging educators new to our district to acquire and apply knowledge and skills of district initiatives and to become oriented to the culture of the school and the community

“Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.”

Chinese Proverb

Program Statements

Purposes...

Led by mentors, educators new to St. Marys Schools will be provided professional and personal support while becoming members of our professional learning community.

With mentors, new educators will increase competence through the use of strategies, information, and issues presented, discussed, and experienced.

The program will promote growth of new teachers in a multitude of educational tasks and improve the leadership skills of the experienced staff member/mentor.

Objectives...

To acquire and apply knowledge in the following areas:

Administrative Duties

School Improvement

Technology

Professional Development

Classroom Procedures

Assessments

Special Education

Who is involved?

- Principal will make recommendations from a list of volunteer teachers.
 - The Mentor should be in the same building as the Mentee.
 - Ideally, the Mentor and Mentee should teach the same grade level or subject matter.
 - Mentors will be given a survey ensuring their knowledge capacity.
- All teachers new to the district will be assigned a Mentor.

What do they do?

- Mentors will communicate and work with the Mentee to ensure that the knowledge from six areas (administrative duties to assessments) is understood and appropriately applied.
- A monthly log will be completed and kept by both individuals to ensure that a list of pre-determined activities teachers must master is covered. This information will be shared with the building principal to ensure communication.
- Goals must be set each month during the second year specific to the individual needs of the Mentee.
- Log, with Goals, must be kept throughout the year.

When

- Mentors will be required to meet and assist the new teacher during New Teacher Orientation in August. This training will in
 - Mentor will work one-on-one with the Mentee
- Additional time will be established during Early Release Days and Work Days during the school year for the Mentor and Mentee to meet.

How Long?

- Mentor teachers will be assigned for one year.

How do we know if it is working?

- New teachers will take part in a survey at the first of the year that identifies their knowledge of activities they may encounter throughout the year.
- The same survey will be given at the end of the school year.
- The results will be analyzed for teacher growth in those activities.
- The Mentee will complete an anonymous survey evaluating the effectiveness of their Mentor and the Mentoring Program.
- Mentors will meet in August and November to discuss the progress of the program.

What will be covered?

Mentors will be required to assist with the following activities. While most of the activities occur at all buildings in the district, there are some that occur only at certain grade levels and are labeled accordingly.

HS = High School

MS = Middle School

ES = Elementary School

Administrative Duties

- After School Assistance Program
- Budgets
- Crisis Plan
- Emergency Procedure Forms
- Field Trips
- Inventory
- Maintenance Work Request
- Negotiated Agreement
- Parent/Teacher Conferences
- Professional Organizations
- Requesting a Substitute
- Requisition Forms/Purchase Orders
- Social Fund
- Summer School
- Supplies
- Support Personnel Schedule
- Teacher Evaluation

Technology

- CETE
- Computer use (Labs)
- Copy Machine
- Curriculum Alignment (Greenbush)
- Email
- Kan Ed
- KERC
- Novell Network
- Phone System
- Projector
- Smart Board (ES)
- VPL

School Improvement

- Committees (PDC, Site Council)
- QPA
- SIP
- Strategies for Improvement

Professional Development

- Greenbush services
- Kansas Performance Assessment
- PDP Toolbox
- Re-licensure

Assessment

- ACT Test Prep (HS)
- MAPS
- State Assessments
- Local Assessments

Classroom Procedures

- Advisory Groups (HS)
- Eligibility Reports (MS/HS)
- Handbook (Discipline and Management)
- Lesson Plans (Unit/weekly)
- Library Usage
- Out of Classroom Responsibilities
- PowerGrade and PowerSchool
- Progress Reports
- RTI Teams
- Student Portfolio Boxes (E.S. & 4th-6th)
- Title Services

What will be covered? (cont)

Mentors will be required to assist with the following activities. While most of the activities occur at all buildings in the district, there are some that occur only at certain grade levels and are labeled accordingly.

HS = High School

MS = Middle School

ES = Elementary School

Special Education

- Webkidss
- IEP meetings—scheduling, who's involved
- Para scheduling
- Para expectations
- Para evaluations
- IEP writing
- Community involvement
- Meetings—type and who to invite
- Social worker
- Behavior plans
- State assessments
- Alternate assessments
- Documentation
- Observations of students
- Confidentiality

When will it be covered?

August 2 & 3, 2011

Administrative Duties

- Advisory Groups
- After School Assistance Program
- Budgets
- Crisis Plan
- Emergency Procedure Forms
- Maintenance Work Request
- Negotiated Agreement
- Professional Organizations
- Requesting a Substitute
- Social Fund
- Supplies
- Support Personnel Schedule

Special Education

- Webkidss
- IEP meetings—scheduling, who's involved
- Para scheduling
- Para expectations
- Para evaluations
- IEP writing
- Community involvement
- Meetings—type and who to invite
- Social worker
- Behavior plans
- State assessments
- Alternate assessments
- Documentation
- Observations of students
- Confidentiality
- Support Personnel Schedule

School Improvement

- Committees (PDC, SITE)

Professional Development

- Kansas Performance Assessment
- PDP Toolbox
- Re-licensure

Assessment

- MAPS
- Local Assessments

Classroom Procedures

- Eligibility Reports (MS/HS)
- Handbook (Discipline and Management)
- Lesson Plans
- Library Usage
- Out of Classroom Responsibilities
- PowerGrade and PowerSchool
- Progress Reports
- RTI Teams
- Title Services

Technology

- Computer use
- Copy Machine
- Email
- Novell Network
- Phone System
- Projector

When will it be covered? (cont.)

September 14 2011

Administrative Duties

- Advisory Groups (MS/HS)
- Field Trips
- Parent/Teacher Conferences
- Teacher Evaluations

Technology

- Smart Board (ES)
- Curriculum Alignment

School Improvement

- QPA

Professional Development

- Greenbush Services
- PDP Toolbox

Assessment

- MAPS

Classroom Procedures

- Eligibility Reports (MS & HS)
- Lesson Plans
- PowerGrade and PowerSchool
- Student Portfolio Boxes (ES)

November 2, 2011

Technology

- Curriculum Alignment

School Improvement

- SIP Forms
- Strategies for Improvement

Professional Development

- Kansas Performance Assessment
- PDP Toolbox

Assessment

- State and Local Assessments

When will it be covered? (cont.)

January 16, 2012

Administrative Duties

- Inventory
- Requisition Forms/Purchase Orders
- Summer School

Technology

- Curriculum Alignment

School Improvement

- Strategies for Improvement

Professional Development

- Kansas Performance Assessment
- PDP Toolbox

Assessment

- MAPS
- State and Local Assessments

Remaining Collaboration/Work Days

- Any of the items the Mentee needs assistance with