

**GROSSE ILE TOWNSHIP SCHOOLS
NEW TEACHER MENTORING
PROGRAM**

Public Act 335 of 1993 amended the school code to provide intense professional development for classroom teachers during their first four (4) years of employment. A mentor teacher shall be defined as a master teacher as identified in section 1526 of the school code. In order to comply with the components of the law, a mentoring program (PATHWISE) has been established for all probationary classroom teachers during their first 4 years of employment in the district. The Association and the Board will both accept joint responsibility for the implementation of this program.

General Agreements/Understandings

Grosse Ile Township Schools – Grosse Ile Township Schools agree to fully support the mentoring program as outlined in these pages. Individual building administrators agree to provide support and assistance to Mentors in their building. All administrators agree not to request any information from Mentors regarding Mentees that may be used to evaluate any Mentees. They also agree not to use any information that was gathered inadvertently from a Mentor regarding a Mentee.

Grosse Ile Education Association – The Association agrees to fully support the Mentoring program and the work of the Mentors. The Association further agrees to jointly administer the program with Board. The Association further agrees to assist with Mentor recruitment, selection and assignment. The Association also agrees to act as a liaison between Mentors/Mentees and the Board.

Mentors – Mentors agree to abide by the outlined job description and complete the PATHWISE activities. Mentors further agree to attend additional training when appropriate, participate in all group meetings/activities, and assist with Mentor assignments when requested.

Mentees – All new teachers beginning in the 2002-03 school year will agree to participate fully in the mentoring program in including completing the PATHWISE program during their first 4 years of employment. New teachers, tenured in other districts, will enter the mentoring program at year three.

COMMITTMENT

Mentors agree to:

1. Be available to their Mentee.
2. Be good listeners.
3. Be an advocate for their Mentee.

4. Maintain confidentiality.
5. Be perceptive and pro-active.
6. Be a role model.
7. Be a resource.
8. Provide quality growth experiences.
9. Act as an advisor.
10. Be a friend.

RESPONSIBILITIES

Mentors agree to:

1. Guide their Mentee through the PATHWISE program.
2. Schedule and meet weekly for a minimum of 1.5 hours.
3. Be available to meet at other times as needed.
4. Schedule and plan collaborative teaching experiences, observations, professional development, etc.
5. Serve as a professional resource.
6. Participate in district Mentor/Mentee meetings, activities, etc.
7. Mentors will not participate in any form of evaluation other than in private and confidential exchanges between mentor and mentee.
8. Keep records and logs pertaining to contact time, content, goals, professional development, etc.
9. Participate in additional mentor training when appropriate.
10. Orientate their mentee to their building, the district, and the community.

COLLABORATIVE TIME

Mentors and Mentees are granted release time to work collaboratively during the school day according to the following guidelines.

1. A “Collaborative Time Request” must be filed at least a week in advance with the Curriculum Director for approval (use form included in packet).
2. Mentors and Mentees are responsible for securing the appropriate substitutes.
 - First year teachers and their Mentors are granted 9 half days or 4.5 full days for collaboration.
 - Second year teachers are granted 8 half days or 4 full days for collaboration.
 - Third year teachers are granted 6 half days or 3 full days for collaboration.
 - Fourth year teachers are granted 4 half days or 2 full days for collaboration.
3. These collaborative days may be used to work together in the Mentors classroom, in the Mentees classroom, in the classroom of another teacher, to a visit another district, attend a professional development activity, etc.

PROFESSIONAL DEVELOPMENT

Participation in the mentoring program meets the new teachers professional development requirements as established by state law for their first four years of employment.

CONFIDENTIALITY

All parties agree to except and honor the premise that any and all information, material, logs, journals, critiques, and etc. gathered during the mentoring process is the private property of the Mentee. Mentors agree to maintain complete confidentiality in regard to any information gathered during the mentoring process. Administrators agree not ask for, or accept, any information gathered from a Mentor regarding a Mentee.

MENTOR/MENTEE ASSIGNMENT/SELECTION

The Mentor Committee composed of the Curriculum Director, Association President, trained (PATHWISE) building administrators, and the original trained (PATHWISE) Mentors will recommend Mentors and make assignments.

MENTOR QUALIFICATIONS

Teachers interested in becoming a Mentor must meet the following criteria:

- 1). Be at least a 5th year, tenured teacher.
- 2). Send a letter of interest to the Curriculum Director.
- 3). Be recommended by the Mentor committee.
- 4). Be approved by the Superintendent.
- 5). Complete PATHWISE training.

COMPENSATION

Trained Mentors will be compensated as follows:

- 1). Mentors with a 1st year teacher will be compensated at category V of the co-curricular scale.
- 2). Mentors with a 2nd year teacher will be compensated at category VI of the co-curricular scale.
- 3). Mentors with a 3rd year teacher will be compensated at category VII of the co-curricular scale.
- 4). Mentors with a 4th year teacher will be compensated at category VIII of the co-curricular scale.

COLLABORATIVE TIME LOG

Please submit this form to Curriculum Director a week in advance for approval*

Date _____

Mentor _____

Bldg _____

Mentee _____

Bldg _____

Date Requested _____

Full Day ___ Half Day ___

Activity (Explain Fully)

Evaluate Activity

Would you recommend this activity to other mentor/mentees? Yes ___ No ___

MONTH _____

Weekly Mentor/Mentee Contact Log

Mentor _____ Bldg _____

Mentee _____ Bldg _____

| Date | Time Spent | Activity/Topics Discussed | Initials |
|------|------------|---------------------------|----------|
|------|------------|---------------------------|----------|

A copy of this log is due to the Curriculum Director at the end of each semester. It is important that these logs be kept up to date!

PATHWISE ACTIVITIES COMPLETION LOG

Mentor _____ Bldg _____

Mentee _____ Bldg _____

| Date | Activity # | Reactions | Initials |
|------|------------|-----------|----------|
|------|------------|-----------|----------|

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ORIENTATION/SURVIVAL CHECKLIST

Building Orientation

| | <u>Date</u> | <u>Initials</u> |
|--|-------------|-----------------|
| <u>Parking</u> | | |
| <u>Faculty Rest Rooms</u> | | |
| <u>Keys</u> | | |
| <u>Introductions – custodians, secretary, paraprofessionals, food service etc.</u> | | |
| <u>Student arrival/dismissal</u> | | |
| <u>Attendance/tardy policy</u> | | |
| <u>Student Handbook</u> | | |
| <u>Teacher Handbook</u> | | |
| <u>Supplies</u> | | |
| <u>Workroom</u> | | |
| <u>Copy Service</u> | | |
| <u>Student Books/Materials</u> | | |
| <u>Peripheral Duties – Hall duty, committees, etc.</u> | | |
| <u>Staff Meetings</u> | | |
| <u>Building Resources</u> | | |
| <u>Professional Attire</u> | | |
| <u>Lunch – Students/Staff</u> | | |
| <u>Paraprofessionals</u> | | |
| <u>Library/Media Center</u> | | |
| <u>Computer Lab</u> | | |
| <u>Field Trips</u> | | |
| <u>Tornado procedures</u> | | |
| <u>Fire Drill procedures</u> | | |
| <u>Personal Emergency Information</u> | | |
| <u>Fan Out</u> | | |

EQUIPMENT

| | <u>Date</u> | <u>Initials</u> |
|-------------------------|-------------|-----------------|
| <u>Computer</u> | | |
| <u>School World</u> | | |
| <u>Making the Grade</u> | | |
| <u>Copy Machine</u> | | |
| <u>Laminator</u> | | |
| <u>Paper Cutter</u> | | |
| <u>Overhead</u> | | |
| <u>Digital Camera</u> | | |
| <u>Scan Tron</u> | | |
| <u>Phone System</u> | | |

COMMUNITY – if teacher is new to area

| | <u>Date</u> | <u>Initials</u> |
|--------------------------|-------------|-----------------|
| <u>Credit Union/Bank</u> | | |
| <u>Restaurants</u> | | |
| <u>Housing</u> | | |
| <u>Shopping</u> | | |
| <u>Recreation</u> | | |

RECORD KEEPING

| | <u>Date</u> | <u>Initials</u> |
|---|-------------|-----------------|
| <u>Emergency cards/Students</u> | | |
| <u>Attendance/Absence/Tardy</u> | | |
| <u>Grades/Report Cards</u> | | |
| <u>Progress Reports – Weekly/5 week</u> | | |
| <u>Substitute Folder</u> | | |
| <u>Special Education students/referrals/resources</u> | | |
| <u>Lockers</u> | | |
| <u>CA 60's</u> | | |
| <u>Homeroom – Library Fines/Lunch Debts</u> | | |
| <u>Insurance forms – Vision/Dental</u> | | |

SPECIAL INTEREST ITEMS

| | <u>Date</u> | <u>Initials</u> |
|--|-------------|-----------------|
| <u>Athletics – Eligibility</u> | | |
| <u>School Traditions</u> | | |
| <u>Special Events</u> | | |
| <u>Conferences</u> | | |
| <u>E-mail etiquette/Guidelines/Uses</u> | | |
| <u>Grosse Ile Schools Web Page</u> | | |
| <u>Curriculum Standards and Benchmarks</u> | | |
| <u>Sexual Harassment</u> | | |
| <u>RESA</u> | | |
| <u>Board of Education</u> | | |
| <u>Central Office</u> | | |
| <u>District Administrators</u> | | |

GROSSE ILE EDUCATION ASSOCIATION (GIEA)/CONTRACT

| | <u>Date</u> | <u>Initials</u> |
|--|-------------|-----------------|
| <u>Teacher start time/Departure time</u> | | |
| <u>School Calender</u> | | |
| <u>Sick Days/Personal Days</u> | | |
| <u>Substitute Call Line</u> | | |
| <u>Snow Days</u> | | |
| <u>Pay Schedule</u> | | |
| <u>Professional Development</u> | | |
| <u>Purchasing Service Credit</u> | | |
| <u>Evaluation Procedure</u> | | |
| <u>Tenure Laws/Rights</u> | | |
| <u>Certification Responsibilities</u> | | |
| <u>Graduate Degrees</u> | | |
| <u>GIEA Membership</u> | | |
| <u>GIEA Officers/Building Rep</u> | | |

MENTOR CALENDAR

| <u>August</u> | <u>Time</u> | <u>Place</u> | <u>Who</u> |
|-------------------------------------|-------------|-----------------------------------|---------------------|
| Orientation | TBA | Central Office Conference Room | Mentors Mentees |
| <u>September</u> | | | |
| Organization | TBA | Central Office Conference Room | Mentors Mentees |
| <u>October</u> | | | |
| Fall Activities | TBA | Central Office Conference Room | Mentors only |
| <u>November</u> | | | |
| Certification | TBA | Central Office Conference Room | Mentees only |
| <u>December</u> | | | |
| Christmas Party | TBA | American Grill | Mentor/ Mentees |
| <u>January</u> | | | |
| Winter Activities | TBA | Central Office Conference Room | Mentors only |
| <u>February</u> | | | |
| Contractual Responsibilities | TBA | Central Office Conference Room | Mentees only |
| <u>March</u> | | | |
| TBA | TBA | Central Office Conference | Mentors/ Mentees |
| <u>April</u> | | | |
| Spring Activities | TBA | Central Office Conference Room | Mentors only |
| <u>May</u> | | | |
| Evaluation End of the year party | TBA | Central Office Conference Room | Mentees only |

Compensation for Mentors in Grosse Ile Township Schools taken from the Contract Agreement between the Grosse Ile Board of Education and Grosse Ile Education Association, August 15, 2002-August 14, 2004

Mentor teachers are compensated with the coaches and advisor's salary schedule.

Trained Mentor Teacher with 1st year teacher: category V (6%): \$2,309.76

Trained Mentor Teacher with 2nd year teacher: category VI (5%): \$1,924.80

Trained Mentor Teacher with 3rd year teacher: category VII (4%): \$1,539.84

Trained Mentor Teacher with 4th year teacher: category VIII (3%): \$1,154.88

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