Lake Orion Contract Language

PRIME
Mentor Program Guidelines
2004-2005

(Professional Reflection, Integrating Mentoring Experience)

Program Administration

Leadership of the mentor program is the joint responsibility of the LOEA and Central Administration with support from Building Administrators.

Program Goals

- Provide a structured support system for new teachers.
- Provide a collaborative teaching and learning environment between novice teachers and experienced colleagues, which ensures the continued professional developmental nature of teaching.
- Encourage the modeling of “best practices of teaching” through interaction, reflection and dialogue between colleagues.
- Decrease frustration and isolation often felt by new teachers as they transition from the university to the workplace.
- Increase guidance for new teachers through an atmosphere of supportive coaching techniques, which build the habit of mind to use self-reflection as a tool for continued professional growth.
- Ensure a commitment to the continuation of a quality educational environment and success for all students and teachers of the Lake Orion Community Schools
- Function as a key component for meaningful staff development.
- Increase the working relationship and responsibility between the LOEA and the Lake Orion Community Schools as they mutually share in the training of new colleagues to our important profession.

Roles/Responsibilities

Mentor Program Steering Committee- Pam Allen, David Beiter, Diane Dunaskiss, Bob Elenbaas, Candy Garbacz, Brian Kaplan, Heidi Kast, Sarah Manzo, Joanne Purdon, Maxine Shonk
• Set policies and procedures
• Addresses concerns and problems
• Develops and administers a survey each year

**Mentor Program Coordinator** - Candy Garbacz
• Train mentors/mentees
• Organize orientation
• Conduct presentations of mentor program
• Answer day to day questions
• Explain the process of collaborative assistance
• Initial contact for questions/concerns
• Communicate dates/timeline reminders

**Central Office-Dave Beiter**
• Maintains and keeps an updated list of mentor/mentee assignments

**Building Principals/Directors**
• Assign mentors to probationary staff
• Mentors will be assigned within 10 days of an employee’s start day and shall support that new teacher for a term of 3 years
• Check paper and KALPA log and put in mentees file
• Approve observation, meetings, compensation
• Coordinate with mentee presentation of 3rd yr. portfolio (See Portfolio information attached)
• Provide collaborative assistance of mentees
• Review mentoring program guidelines/timeline during evaluation process

**Mentor**
• Support Mentee
• The mentor will work a minimum number of hours with their mentee and keep a written and Kalpa log of the time spent on professional activities together as follows:
  1. First year teacher- four hours a month from September – May
  2. Second year teacher- three hours a month for September – May
  3. Third year teacher- (portfolio) 2 hours a month from September – May
• See attached outline of events to be completed for 1st and 2nd year teachers
• Every effort shall be made to provide mentor and mentees adequate time, resources, and support to meet the requirements of the Mentor Program. Up to 2 days with subs may be scheduled for mentor/mentee for observation and/or follow-up, etc. Additional time may be granted at the discretion of the building principal.
• Send a copy of paper log at the end of each quarter to Candy Garbacz and building principal (See blank copy attached)
**Mentee**

- Follow Mentor Program timeline
  1. First year teacher- meet with mentor four hours a month from September-May
  2. Second year teacher- meet with mentor three hours a month from September-May
  3. Third year teacher- (portfolio) meet with mentor for two hours a month from September-May
  4. Follow Frameworks Induction Activity Program Schedule (attached)
- Keep a written and KALPA log regarding hours
- Create and present 3rd year portfolio

**Mentor Eligibility**

- A mentor will be an experienced professional with the Lake Orion Schools. (With at least 3 years teaching experience).

**Mentor Training**

- LOEA members who wish to be trained as mentors will submit a written request to their Building Administrator who will forward all requests to the Assistant Superintendent of Curriculum.
- A required 3 day initial training for Lake Orion prospective mentors will be scheduled. An additional 2 days of training will be required for ETS certification. (ETS certification is not a requirement by Lake Orion Schools.)

**Mentor Compensation**

- Mentors working with first and second year teachers will receive 2 days compensation.
- One compensation day will be added in each semester. Compensation days will be approved at the building level by the Principal after the mentor has provided documentation with their log that they have been meeting with their mentees as stipulated in “Mentor Responsibilities.”
- Mentor compensation days can be used the day before or after a holiday with prior approval from the Assistant Superintendent of Curriculum.
- Compensation days not used within that year will be added to the mentor’s sick bank. Once the compensation days are in the sick bank, they cannot be used before or after a holiday.
- Process for requesting the use of a mentor compensation day:
  1. Mentor submits a mentor compensation form to their administrator with a copy of the mentor log attached. A copy of the mentor log must also be submitted to Candy Garbacz by the mentor.
2. The administrator, with the mentor, checks the availability of a substitute.
3. The administrator will verify the mentor hours referred in the mentor responsibilities section of the Prime Mentorship Program Guidelines through Kalpa and written log.
4. The administrator will initial and forward the compensation form to the Assistant Superintendent of Curriculum.
5. The Assistant Superintendent of Curriculum will sign the approval for payroll and then email the approval to the administrator, mentor, and Candy Garbacz.

**Calendar/Communication**

Please see the attached draft calendar for the Mentoring Program. Each year the calendar will be completed in May by the Mentor Program Steering Committee and sent to building principals, mentors, and mentees.

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