

Policy No.: 409.03
Adopted: 03-09-2015
Revised:

CERTIFICATED EMPLOYEE MENTOR TEACHERS

The building principal or immediate supervisor will assign a mentoring teacher to every probationary teacher upon entrance of the probationary teacher into the district. The mentoring teacher, insofar as possible, will be a tenured teacher with a minimum of three (3) years' teaching experience in the district and will be engaged in teaching within the same grade, building, or discipline as the probationary teacher.

The mentoring teacher will not be involved in the evaluation of the probationary teacher, will not be in the line of authority, and will not exercise formal supervision over the new teacher with whom he/she is working. Each teacher will be advised during employee orientation as to who will observe and evaluate job performance. No formal observations will take place until such orientation has been completed.

The mentoring teacher will assist the probationary teacher in acclimating to the teaching profession and the district. The mentor's role is to assist the new teacher by being available to answer questions, explain the courses of study, instructional materials, building procedures, availability of resources and district policies.

The mentor shall maintain a log of contact time and activities conducted by the mentor as part of the mentoring program.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the compensation for extra duties of such employees shall be followed.

Cross Reference: 406.09 Certificated Employee Probationary Status/Tenure