

Mentor Agreement

I understand that my work as a mentor is crucial to the success and retention of the candidate. I realize that I must assume certain responsibilities for ensuring and facilitating the successful implementation and operation of the Teacher Induction Program.

The mentor must agree to:

- *Work collaboratively with the assigned candidate, site administrator, and the Teacher Induction Program staff;*
- *Begin working with the candidate within the first 30 days of the candidate's enrollment in the program;*
- *Meet with the candidate weekly for a minimum of one hour per week, for at least 36 hours per school year of individualized support/mentoring coordinated by the mentor or designee, in the form of lesson observation, observations of colleagues and peers by the candidate, lesson demonstration, planning, coaching, problem-solving assistance and teaching assistance;*
- *To help, guide and support the completion of the induction activities;*
- *Guide and assist the candidate in developing an Individual Learning Plan (ILP) for professional development due by 9/28;*
- *Participate in all mentor trainings, attend at least two Mindful Mentoring Workshops, and program meetings to acquire the understanding needed to implement the program activities and to provide support based on the California Standards for the Teaching Profession (CSTP). If the Mentor misses any of these regularly scheduled trainings or meetings, a \$50 fee will be incurred.; and*
- *Complete and submit a monthly documentation log of activities with my assigned candidate(s) as well as all required Teacher Induction Program's documents, surveys, questionnaires, etc.*

I have a commitment to professional learning and collaboration; possess a Clear Teaching Credential; have the ability, willingness, and flexibility to meet candidate's need for support; and have a minimum of three years of effective teaching experience.

I will provide "just in time" support for candidate(s), in accordance with the ILP, along with long-term guidance to promote enduring professional skills. I will help facilitate the candidate's growth and development through modeling, guided reflection on practice, and feedback on classroom instruction. I will help connect candidate(s) with available resources to support their professional growth and accomplishment of the ILP, and periodically review the ILP with my candidate and make adjustments as needed.

I understand the Induction Program will provide ongoing training and support for mentors that includes coaching and mentoring, goal setting, use of appropriate mentoring tools, best practices in adult learning, support of individual mentoring challenges, reflection on mentoring practice, opportunities to engage with mentoring peers in professional learning networks, and a process designed to support candidate growth and effectiveness.

In addition to these responsibilities, I understand and agree to maintain appropriate confidentiality and professional discretion concerning my work with my assigned candidate(s). I realize that all activities are to be considered confidential, as are all associated materials and documents. Furthermore, I must contact the Teacher Induction Program Director within 30 days of initial contact with my candidate if I wish to request a reassignment.

<p>ALL Induction Mentors:</p> <p>_____ I have reviewed the Ind. Orientation Presentation.</p> <p><small>INITIAL HERE</small></p>

*I understand that I am required to attend all mentor trainings and meetings, including at least **two** Mindful Mentoring Workshops. Failure to attend any mandatory meetings or trainings may result in district notification and a \$50 fee that I am responsible to pay.*

Print Name _____

District/School _____

Grade/Subject _____

Signature _____ Date _____

**** Handwritten Signature Required (no electronic signature)*