

Tyler Mentor Roles, Responsibilities and Compensation Schedule

District Instructional Mentor	Lead Mentor	1st Year Teacher Mentor	Notes:
<ul style="list-style-type: none"> * Demonstrate highly skilled relationship building skills. * Support 1st and 2nd year teachers in incorporating research-based instructional practices into lessons. * Work collaboratively and communicate effectively with district-level curriculum consultants and program coordinators to ensure rigorous, relevant curricula and instructional practices that will increase student achievement * Introduce 1st and 2nd year teachers to new methods, materials, and instructional strategies that, through research, have proven to increase student achievement * Model best instructional practices through actual classroom demonstrations * Make informal classroom observations and provide immediate feedback for the purpose of instructional support and instructional improvement * Focus support on curriculum content, instruction, and formative assessment practices. * Develop goals for teaching excellence through the SMART goal process and use follow-up techniques to assess instructional improvement over the school year. * Attend professional development opportunities for personal professional growth. 	<ul style="list-style-type: none"> * Attend mentor certification and update training * Confer with an administrator to identify campus mentors and coaches * Provide information about procedures, guidelines, or expectations of the school district * Coordinate school-site mentoring program * Establish the confidential nature of the mentoring relationship * Ensure that new teachers are welcomed into the school environment * Acquaint new teachers to resources available within the school and community and explain procedure for their use. * Provide school-site orientation for Mentors and Protégé's * Monitor the mentoring program at the school site to assure new teachers receive the support they need * Lead learning circles for 1st and 2nd year teachers. * Ensure that mentors are assigned to late hires * Survey new teachers to make sure they are receiving the support they need * Encourage 1st year teachers to attend the Extended New Teacher Academy. * Support campus mentor team needs * Attend all lead mentor Roundtable Meetings 	<ul style="list-style-type: none"> * Attend mentor certification and update training * Schedule sustained interaction with protégé through a common planning time, in team meetings, one-to-one conferences, telephone conversations, email, or during classroom visits. * Provide information about procedures, guidelines, or expectations of the school district * Collect, disseminate, or locate materials or other resources * Support the 1st year teacher needs pertaining to: <ul style="list-style-type: none"> * Emotional * Institutional * Physical * Professional Development * Policies & Procedures * Classroom Management * Demonstrate highly skilled relationship building skills. * Maintain confidentiality in the mentoring process. * Reflect on accomplishments and areas of needed growth. * Maintain contact journal of mentoring activities. 	

Mentor Compensation Policy

Stipends are awarded based on fulfillment of roles and responsibilities as stated above and receipt of the required mentor documentation packet completed for each mentee. Documentation must be received by May 14, 2010 in the office of Charlotte Tharp, Facilitator of Staff Development.

<ul style="list-style-type: none"> • Hourly rate 	<ul style="list-style-type: none"> • \$400.00 stipend • 2 release days 	<ul style="list-style-type: none"> • \$200.00 stipend (limit of 2 1st year teachers per mentor) 	
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Mentor Training Compensation:

- New Mentor Training \$100.00 + 12 PGH (1day classroom training, completion of e- course and attend 2-Hour Follow-up)
- Yearly Mentor Recertification \$50.00 + 6 PGH (1 day)