

Mentor Commitment and Approval Form

**(Use Blue or Black Ink Only)**

**Name of New Teacher:**

**Mentor Requirements for Payment of Stipends**

* + Attend training (s) for mentors
  + Meet regularly with mentee (s)
  + Assist mentee(s) with the development of an Individual Professional Development Plan (IPDP)
  + Schedule quarterly classroom visits and provide feedback during mentor sessions (See Quarterly Checklist)
  + Assist the mentee in allocating time to observe the instructional facilitation
  + of a master level teacher
  + Participate in scheduled Teacher Mentor activities/meetings to improve the program and quality of mentorship to new teachers
  + Submit original document within (5) days of principal’s signature/approval to Professional Development Office: Attention Barbara Sharp, Professional Development Coordinator
  + Complete tasks as indicated on Mentor Expectations Sheet.
  + Participants submitting forms after November 15 **will not be accepted**. Participant will be

required to participate in the program during the following year.

**Guidelines for Mentor Stipend**

* + Mentors are paid an annual stipend:

**Year 1: $250.00 Year 2: $125.00 Mentor Friend 1: $ 250.00**

* + Payment is made at the end of the school year.
  + Submit all required documentation to the Principal as prescribed by the specified deadline.
  + Mentors provide classroom observations, constructive feedback to assigned mentee in the program.
  + Shared mentorship of one mentee between two teachers will be paid one half the allocated stipends.
  + Reporting absences from required meetings to the Teacher Mentor Program facilitator prior to the session. Excessive absences from meetings will result in a deduction of stipend.

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| Name of Mentee: | Mentee’s School: |
| Name of Mentor: | Mentor’s School |

Mentee’s Signature: Date: Principal/Supervisor Signature: Date: Mentor’s Signature: Date:

**Revised** September 2020