COMPREHENSIVE INDUCTION PROGRAM
(Formerly – Professional Mentoring Program)

Lead Mentor Role & Responsibilities

*For the purposes of this document “new educators” refers to both new teachers & specialists*

**Expectations**

1. Must be trained in all aspects for the program.
2. All brand new Lead Mentors must attend the New Lead Mentor Training prior to beginning the position.
3. All current Lead Mentors must attend the annual summer summit to continue in the position.
4. Responsible for training Mentors as directed by the site.
5. Must assist with the matching of new educators and Mentors.
6. Must attend all meetings required by the site.
7. Must assist in orientation of new educators as agreed upon by the site.
8. Is to submit Lead Mentor Log that documents 45 hours of work as a Lead Mentor. *(This may not include hours one-on-one mentoring of new educators in Cycles One and Two).*
9. Must submit documents to the Site Coordinator by the designated date to be eligible for pay.

**Lead Mentors Assigned to Cycles One and Two**

1. Train Mentors in the process for Cycles One and Two.
2. Train new educators in the expectation of the mentoring process.
3. Check in with mentors and new educators to assure the progress of the new educators.
4. Work with the Site Coordinator in cases of any matching concerns.
5. Document 45 hours in the process as required obtaining the Lead Mentor stipend.

**Lead Mentors Electing to Mentor for Additional Pay**

1. Must be trained in all aspects for the program.
2. Must meet with the new educator(s) and keep records of meetings, and observations.
3. Must attend orientation and any other designated meetings with their new educator(s).
4. Must submit a Mentor Log of 30 hours per new educator to the Site Coordinator to be eligible for the stipend. This must include clearly documented contact with the new educator(s) of which 20 hours must be direct contact with the new educator(s).

5. Other requirements may be deemed part of the process by a site.

**Responsibilities**

Your role is primarily a coach who supports and encourages the new educator during their first year of induction. You should assist the new educator in looking at their current level of practice in classroom environment, planning and preparation, and instruction. You are to provide feedback based on the evidence of practice that you observed. The three roles you play are as follows.

**Be a Role Model by:**
- Displaying a positive attitude
- Practicing and encouraging reflective practices
- Being a life-long learner
- Promoting thinking, analysis, problem solving, and planning
- Being a leader by example
- Being a guide on the side
- Being an assessor who recognizes readiness for new challenges
- Being a motivator who encourages and challenges.

**Be a Helper by:**
- Giving of your time and support
- Providing the new educator with resources, models of instruction, and methods
- Showing an awareness of what new practice looks like
- Committing to and holding meeting/observations with the new educator as a major importance and documenting the progress
- Building confidence in the new educator
- Celebrating the successes of the new educator
- Working collaboratively with the program at large to assist the new educator

**Be a Colleague by:**
- Being an advocate for the new educator and the profession
- Being a confidante who listens but does not share confidential information
- Demonstrating a caring and helpful attitude.
Lead Mentors Working with Cycle Three *(Eligible for Lead Mentor Stipend Only - This is not a mentored cycle.)*

1. Must be trained in Assessment for Learning process through mentoring program.
2. Assists with setting up the learning teams.
3. Should model the first session and assure that the chapters will be covered by group members throughout the process.
4. Should check in with the group at least twice during the year to assure things are going well.
5. Should be prepared to assist facilitators in setting up their meetings.
6. Should have a schedule of the meetings and submit it to the Site Coordinator.
7. Collects, reviews, and approves work from the cycle.
8. Notifies the Site Coordinator of those completing the cycle.
9. Must document 45 hours of work with the program, 30 hours of which must be work directly with new educators in Cycle Three.
10. If a Lead Mentor is responsible for new educators in both Cycle Three and Four, they must document at least 45 hours of direct work with educators in those two Cycles.

Lead Mentor Working with Cycle Four *(Eligible for Lead Mentor Stipend Only - This is not a mentored cycle.)*

1. Meet with new educators in this cycle.
2. Review and approve new educator(s)’s 30 hours of work for the year. This work must be documented as being implemented in the classroom and having a positive impact on student learning.
3. Work with others to determine if all will focus on one topic for the year or if varied topics may be used.
4. Check in with each new educator to assure they are making progress.
5. Collect, review, and approve the work of educator(s) in Cycle Four.
6. Notify the Site Coordinator of those completing the cycle.
7. Must document 45 hours of work in the program, 30 hours of which must be work directly with Cycle Four.
8. If a Lead Mentor is responsible for new educators in both Cycle Three and Four, they must document at least 45 hours of direct work with educators in those two cycles.
Pay for Services

Lead Mentors Not Mentoring:

The Lead Mentor stipend is $1500 for the work described when working only with the cycles.

Lead Mentors Mentoring and Submitting Additional Hours:

In addition to your $1,500 Lead Mentor stipend, you will receive a stipend for mentoring a new teacher in cycles one or two as follows:

1. The stipends for pay are: one new educator = $750, two new educators = $1000, three new educators + $1250. Please note that the mentoring of three new educators is not encouraged.

2. You must provide documentation of 30 hours on a Mentor Log for each new educator you are mentoring (this is in addition to the 45 hours of required documented hours on a Lead Mentor Log for all Lead Mentors)

Issuance of Pay

1. The stipend pay request is generally submitted by the Site Coordinator in early to mid May and the stipend usually appears in one of the June paychecks.

2. Please do not call DOE staff in regard to the date when pay will be in your check as they do not have that information. You will receive a notification that pay was requested indicating the date that the request was made by the Site Coordinator.

3. In the event that you do not see the stipend pay in your June check, please contact your site’s finance office.

4. In the event that there is not a new educator currently in any cycles for you to work with, you will not be eligible for the Lead Mentor stipend.

5. If you do not attend the annual Lead Mentor Summer Training, you are not eligible for the Lead Mentor stipend.

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