



ONC BOCES Teacher Mentoring Program Application

Name: _____ School Year: _____

Mentor's Role and Responsibility / Activities to be scheduled

The role of the mentor varies between mentoring a teacher new to the profession and mentoring an experienced teacher new to ONC BOCES. The primary role of the mentor is to provide guidance and support. Mentoring teachers new to the profession, the mentor is assisting the mentee transition from teacher preparation to teaching practice. Mentors for experienced teachers, should assist them to effectively manage their teaching responsibilities and learn about BOCES. Mentors will also facilitate and support the mentor program goals as listed below. It is important to note that the role of the mentor shall not be one of evaluator. Specific goals and responsibilities of the mentor include, but are not limited to, the following:

- Familiarizing the mentee with the goals and mission of ONC BOCES
- Familiarizing the mentee with ONC BOCES resources, expectations and procedures
- Providing an orientation to climate/culture of ONC BOCES
- Sharing information and ideas about instructional process, including opportunities for peer observation and planning sessions
- Sharing knowledge, skills and information to include the NY State Learning Standards and Assessments
- Assisting in the understanding of the Annual Professional Performance Review (APPR) process
- Providing guidance with issues such as instructional planning and delivery, managing student behavior, meeting reporting and communication requirements, etc.
- Promoting growth through self-analysis and self-reflection offering his/her support and acting as a professional resource in a non-judgmental way
- Maintaining confidentiality and professionalism
- Being willing to meet with other mentors to share experiences and opportunities for the purpose of improving the mentoring experience
- Meeting once per week, during school hours or before or after school as appropriate and/or necessary, for a minimum of 30 minutes with the new teacher

•Visiting the new teachers classroom during teaching periods for the purpose of peer coaching and providing feedback

Participating in training, attending conferences and/or professional workshops

•Modeling collegiality

•Opening their classroom to the new teacher to model effective teaching techniques

•Arranging visits for the new teacher to observe other colleagues in the department or grade level

Teacher's signature: _____ Date: _____

(I have received and reviewed a copy of the **ONC BOCES Teacher Mentoring Plan Program**)

Principal's Recommendation:

Principal's Signature _____ Date _____

Board of Education Meeting Date for Approval: _____

Principal's Payment Approval:

Principal's Signature _____ Date _____