

Spring Lake School District – HW Mountz School

2020-2021 Mentoring Plan

District Implementation & Accountability	<p>This plan was created by the CSA and presented to the Spring Lake Board of Education on December 17, 2018.</p> <p>This plan was reviewed by the SciP/DEAC/PD Committee on November 27, 2018.</p>
<p>Mentoring Supports for Non-Tenured, First Year Teachers</p> <ul style="list-style-type: none">● New to the profession (holding Certificate of Eligibility with Advanced Standing-traditional route)● New to the profession (holding Certificate of Eligibility- alternate route)● New to the district (holding Standard Certificate)	<p>As per the Collective Bargaining Agreement between the Spring Lake Education Association and Spring Lake Board of Education (Article 6) new personnel require attendance for two days of orientation prior to the start of the school year. These days are used for the Orientation and Mentoring of new personnel.</p>

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	<p><u>New Teacher Orientation (2 days)</u></p> <ul style="list-style-type: none"> ● Building Tour ● Policies and Procedures <ul style="list-style-type: none"> ○ Staff Handbook of Policies and Procedures Walkthrough ○ HIB Training ○ Child Abuse & Neglect Training ○ School Business/Human Resource Items ○ School Technology Items ○ Special Education Processes, I&RS, Intervention, Extra Help ○ Mountz Community Meet and Greet ○ Teacher Evaluation- Danielson, SGO, SGP ○ Curriculum and Lesson Planning Overview <p><u>Full Staff Orientation (1 day)</u></p> <ul style="list-style-type: none"> ● New Staff Introductions ● Mandated Policy and Procedure Review ● PDPS & SGOs ● Curriculum & Lesson Planning ● School Climate & Pro-Social Skills Programs ● IEP, 504, I&RS Overview ● PLC Meetings
Mentoring Supports for Non-Tenured, First Year Teachers	<p><u>1:1 Mentoring Plan</u></p> <ul style="list-style-type: none"> ● Full year of 1:1 mentoring from beginning of assignment to end of school year focused on mentee’s assignment responsibilities

Spring Lake School District – HW Mountz School

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<ul style="list-style-type: none"> ● New to the profession (holding Certificate of Eligibility with Advanced Standing-traditional route) ● New to the profession (holding Certificate of Eligibility- alternate route) 	<ul style="list-style-type: none"> ● Weekly meeting between mentor/mentee for first for weeks of assignment and at least twice monthly thereafter – Spring Lake School District Teacher Mentoring Log to be completed each month and turned in to CSA (Attached) ● Mentor leads mentee in guided self-assessment on district’s evaluation instrument
<p>Mentor Selection, Training, & Payment</p>	<p><u>Mentor Requirements</u></p> <ul style="list-style-type: none"> ● Mentor must hold a Standard Teaching Certification (whenever possible in the same subject area as mentee) ● Mentor must have earned a summative rating of Effective or Highly Effective on most recent summative evaluation ● In cases where summative evaluation is delayed due to mSGP score, mentor has earned a rating of Effective or Highly Effective on teacher practice instrument ● Mentor must have taught at least three years with at least 2 of those years completed within the previous 5 years ● Mentor must hold an understanding of resources and opportunities available within the district and is able to act as a referral source ● Mentor must hold an understanding of the social and workplace norms of the district and community ● Mentor must agree to maintain a level of confidentiality to the mentee and CSA as per regulations held in NJAC 6A:9-8. <p><u>Mentor Training</u></p> <ul style="list-style-type: none"> ● District Level Training Program offered to all eligible/interested teachers that includes the following: <ul style="list-style-type: none"> ○ Teacher Evaluation Rubric and Practice Instrument

Spring Lake School District – HW Mountz School 2020-2021 Mentoring Plan

	<ul style="list-style-type: none"> ○ NJ Professional Standards for Teachers ○ NJ Core Curriculum Content Standards ○ Classroom observation skills ○ Facilitating adult learning ○ Leading reflective conversations about practice <p><u>Mentor Payment Procedures</u></p> <ul style="list-style-type: none"> ● Mentor will complete Spring Lake School District Teacher Mentoring Log each month and turn in to CSA(Attached) ● Mentees must not pay mentors directly but will make payment through School Business Office
BOE Review	Reviewed by the Spring Lake Board of Education on 6/23/14, 6/8/15.

Spring Lake School District Mentoring Log

Instructions: Please log each session with your mentee. Submit this log form to the CSA on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also.

Month:	Year:
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District: Spring Lake School District	School: HW Mountz School
Mentor Name:	Mentee Name:
Mentor Signature:	Mentee Signature:
Total Number of Mentoring Hours This Month:	

Date	Time From: To:	Description of Activities	Total Time

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