Timberlane Regional School District Mentor Agreement Mentee: New Educator in Year 2 or 3

As a mentor of a Year 2 or 3 Educator, you agree to the following:

Prior to the beginning of the school year:

- Acclimate new staff member to school and district culture
- Introduce new staff member to colleagues
- Familiarizing new staff member with various aspects of his/her new role, support systems, and procedures including, but not limited to:
 - Curriculum, Assessment, Grading and Reporting, Computer Programs/ Applications, communication protocols for parents and team members, and other components to specific jobs.

During the School Year:

- Meet every two weeks for no less than one hour with the staff member to answer questions, problem solve, discuss ideas, and provide support.
- Attend Mentor Training if you have not participated in previous training (1st session prior to the beginning of school).
- By April 15th, facilitate two opportunities for your mentee to observe expert teachers AND submit entry logs of observation date, time, etc.
- By December 8th and by April 1st, observe and provide feedback to the new staff member AND submit an entry log of observation date, time, etc.
- Follow timelines and expectations as stated in the Mentoring handbook.
- Communicate with the Mentoring Program Facilitator if you are unable to uphold this agreement for any reason.
- Attend one after school focus session for mentors.

As a mentor of a Year 2 or 3 Educator, you will receive a stipend in the amount of **\$380.00**. This total amount is paid out in two increments in December and in June contingent upon completion of the Federal Grant Payroll Certification Form and the Observation Log. A reduction of the stipend amount may occur if the mentor fails to uphold the signed agreement.

Print Name	School		Date
Staff Signature			
SAU Signature		Date	
Mentee Information: Name of Mentee			
Position	School		-