

Timberlane Regional School District

Mentor Agreement

Mentee is a Related Services Educator

As a mentor of a Related Services Educator, you agree to the following:

Prior to the beginning of the school year:

- Acclimate your mentee to school and district culture
- Introduce your mentee member to colleagues
- Familiarize your mentee with various aspects of his/her new role, support systems, and procedures including, but not limited to:
 - Assessment, Special Education procedures, record keeping, computer programs/applications, scheduling, communication protocols for parents, team members, etc., and other components to specific jobs.

During the School Year:

- Meet with your mentee 6 times a year (September, October, November, January, February and March) 1:1 or in small group for no less than one hour to answer questions, problem solve, discuss ideas, and provide support.
- **Upon request**, facilitate opportunities for your mentee to observe expert teachers AND assist your mentee in completing an entry log of observation date, time, etc.
- **Upon request**, observe and provide feedback to your mentee AND complete 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.

As a mentor of a Related Service staff member, you will receive a stipend for **\$260.00**. 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.

An additional **\$100.00** is paid for your attendance at the New Teacher Induction on **August 18, 2022**. This amount is paid in September. If you are mentoring more than one new teacher, payment remains \$100 for attendance at NTI.

_____ Print Name	_____ School	_____ Date
_____ Staff Signature	_____ Mentee Name	
_____ Position		_____ School
P		

SAU Signature

Date