

**Timberlane Regional School District**  
**Mentor Agreement - Mentee: New Educator - Year 1**

As a mentor of a Year 1 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 to colleagues.
- Familiarize your mentee 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.
- Work with your mentee to plan the first two weeks of school.

**During the School Year:**

- Meet weekly with your mentee for no less than one hour to answer questions, problem solve, discuss ideas, and provide support.
- By April 15th, facilitate opportunities for your mentee to conduct 2 observations of expert teachers AND submit entry logs of observation dates, time, etc.
- By Oct. 15th, January 31st, and April 1st, observe and provide feedback to your mentee 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.

As a mentor of a Year 1 educator, you will receive a stipend of **\$500.00**. 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 (NTI) on August 18, 2022. This amount is paid in September. If you are mentoring more than one teacher, payment remains \$100.00 for attendance at NTI.

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

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SAU Signature

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Date