

## Mentor Letter of Commitment 2017-2018

### Mentor Responsibilities

- Develop a trusting and reflective partnership with PT(s) honoring confidentiality
- Provide and/or coordinate an average of at least one hour per week of individualized support/mentoring, including both “just in time” and longer term analysis of teaching practice.
- Support PT(s) to collaboratively develop and maintain an **Individualized Learning Plan** based on the California Standards of the Teaching Profession, to be used to meet the requirements for the Professional Clear recommendation.
- Support PT(s) in completion of the following **Individualized Learning Plan** processes:
  - Developing professional growth goals in consultation with site administrator
  - Documenting progress in meeting professional growth goals
  - Developing and documenting an **Inquiry Action Plan** based on one or more professional growth goals
  - Documenting progress towards mastery of the California Standards for the Teaching Profession
  - Assist PT(s) in choosing professional development to support growth goals
- Complete a minimum of three (3) observations of your PT within the year
- Meet with site administrator at the beginning of working with PT(s) to introduce yourself and share CCCOE induction program information
- Meet in a triad with site administrator and PT throughout the year, as needed
- Communicate with site and district administrators and district coordinator/liaison regarding program effectiveness
- Complete program surveys
- Attend your district’s Teacher Induction Orientation, Mid-Year Review and End of Year Colloquium
- Complete the CCCOE New Mentor Trainings:
  - Year 1 Mentors = 3 days
  - Year 2 Mentors = 2 days
- Attend three mentor seminars during each school year (except for Year 1 mentors who attend two seminars.)

### Mentor Selection Criteria

- Minimum of three years effective teaching experience
- Possession of a Clear Teaching Credential
- Knowledge of the context and content area of the candidate's teaching assignment
- Knowledge of the state-adopted academic content standards and performance levels for students, state-adopted curriculum frameworks, and the CSTP
- Willingness to participate in professional training to acquire the knowledge and skills needed to be an effective mentor
- Ability, willingness, and flexibility to meet candidate needs for support
- Willingness to share instructional strategies and work with participating teachers
- Effective interpersonal and communication skills
- Demonstrated commitment to professional learning and collaboration
- Ability and willingness to be an excellent professional role model

***I wish to participate as a mentor in the CCCOE Teacher Induction Program. I have read the mentor responsibilities described above and agree to follow them to the best of my ability. I understand that I am responsible for fulfilling the mentor responsibilities including attending the training and seminars and documenting the growth and participation of the PT(s).***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_ District: \_\_\_\_\_

Previous Mentor Experience: Yes \_\_\_\_\_ No \_\_\_\_\_ Years \_\_\_\_\_

Grade Level(s)/Content Teaching: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

School email: \_\_\_\_\_ Home email: \_\_\_\_\_

Preferred email for use to use: Home: \_\_\_\_\_ School: \_\_\_\_\_