

MENTOR CRITERIA

- Exemplary classroom teaching experience for the past **three years**
- Commitment to constant learning about the craft, collegiality, and experimentation in one's teaching
- Effective communication and interpersonal skills
- Appointment by principal, supervisor, coordinator, or designee
- Completion of the TOT-02 course, TOT-06 course or willingness to attend mentor professional development opportunities during the current school year (such as Mentor Forums)

MENTOR DUTIES

- Meet with the new educator for a minimum of 12 hours per semester
- Maintain an online mentor log through PDO
- Establish a supportive relationship with the new educator
- Promote the socialization of the new educator in the school setting
- Help the new educator identify pressing duties and prioritize time
- Assist the new educator with ideas to organize and manage the classroom
- Recommend ways to plan and deliver instructional materials
- Conduct confidential classroom observations with pre- and post-observation conferences
- Help the new educator access resources
- Suggest ways to communicate effectively with parents
- Work collaboratively with the Staff Development Teacher and other staff in the school setting
- Fulfill other mentor-related duties, as deemed appropriate by the principal or designee