



## Special Education Commitment Letter for Mentors of Novice Specialists

To: Special Education Instructional Mentor  
From: The Office of Professional Development

*The Special Education Peer Mentor supports a SPED Novice Specialist with less than 3 years public education experience. The Special Education Peer Mentor may work with one inductee in a given year.*

I, \_\_\_\_\_, from \_\_\_\_\_ would like to  
(mentor) (school)  
participate as a Special Education Peer Mentor for \_\_\_\_\_ during the 2017-  
(specialist)  
2018 school year.

### I agree to cover the following required elements:

- Meet with the inductee for a **minimum of 24 hours** (*Beginning in Aug. or early Sept. and completed by Apr. 27*)
- Provide essential information regarding district processes, procedures and timelines throughout the school year.
- Help inductee use assessment tools, forms, and reports.
- Collaborate with inductee concerning short and long-term planning and/or other services for students with special needs.
- Monitor and support completion of induction requirements
- Provide guidance about professional expectations for behavior and performance.
- Provide the inductee with on-going feedback
- Review "Managing Concussions" PowerPoint with inductee  
([http://vrainnet.stvrain.k12.co.us/student\\_services/healthservices.htm](http://vrainnet.stvrain.k12.co.us/student_services/healthservices.htm)) and flag "Managing Concussion Resources" in the New Teacher Resource folder.

### In addition, I agree to:

- **Complete the district Mentor Training course** before the end of the 2017-18 school year. Mentors will receive .5 semester hours professional development/salary credit for completing the course. (***This is only for mentors who have not completed the mentor training.***)
- **Document in a log the equivalent of 24 hours of meeting/interaction time with my inductee.** Hours spent at "Being a Special Educator in St Vrain" will count towards the total 24 hour commitment.
- Write an **End-of-Year Reflection** about the mentoring experience.

### Upon completion of these requirements, I shall receive (check one):

- \_\_\_ \$650.00 (Please note: The stipend for the instructional mentor includes time for completing the log and reflection)  
**OR**  
\_\_\_ 1.5 semester hours of professional development/salary credit

Signature of Instructional Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID# of Instructional Mentor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Inductee: \_\_\_\_\_

**Deadline for Submission: October 6, 2017 (Return to Linda Lang, LSC)**