



Instructional Mentor Commitment Letter

To: Instructional Mentor
From: The Office of Professional Development

The Instructional Mentor supports a novice teacher inductee with 0 to 2 years of K-12 teaching. The Instructional Mentor may work with one inductee in a given year.

I, _____, from _____ would like to
(mentor) (school)
participate as an Instructional Mentor for _____ during the 2018-2019 school year.
(inductee)

I agree to cover the following required elements:

- Meet with the inductee for a **minimum of 24 hours** (*Beginning in August or early Sept. and completed by Apr. 26*)
- Support inductee in completing instructional coaching cycles. This will include providing feedback, recording and sharing video exemplars and analyzing data as needed by inductee.
- Explain building processes and procedures
- Provide guidance about professional expectations for behavior and performance
- Support inductee with classroom management strategies
- Anticipate and provide timely information about annual events, deadlines, and requirements
- Monitor and support completion of induction requirements
- Provide information about school values, beliefs, and customs
- Review district content standards and curriculum
- Help locate course descriptions, syllabi, and assessment tools
- Assist with short and long term standards-based instructional planning
- Provide the inductee with on-going feedback .

In addition, I agree to:

- **Complete the district Mentor Training course** before the end of the 2018-19 school year. Mentors will receive .5 semester hours of professional development/salary credit for completing the course. (**Only for mentors who have not had the training**)
- Document in a log the equivalent of 24 hours of meeting/interaction time with each inductee. In addition, you must provide your inductee with a copy of the log to satisfy his/her induction requirements.
- Complete an **end of year survey** about the mentoring experience. The link to the survey will be sent to you in April.

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

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

Signature of Instructional Mentor: _____ Date: _____

Employee ID# of Instructional Mentor _____

Signature of Inductee: _____ Date: _____

Deadline for Submission: October 5, 2018 (Return to Linda Lang, LSC)