



Special Education Commitment Letter for Mentors of Novice Specialists

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

The Special Education Instructional Mentor supports a SPED Novice Specialist with less than 3 years public education experience. The Special Education Instructional 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 2018-
(specialist)
2019 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. 26*)
- 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) 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 2018-19 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.**
- Complete an **End of Year Survey** about the mentoring experience. A link to the survey will be sent to you in April.

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 5, 2018 (Return to Linda Lang – Lang_Linda@svvsd.org)