



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## **Teacher Mentoring (PI-34)**

### **PURPOSE OF THE MENTORING PROGRAM:**

Teachers entering River Valley School District as initial educators shall be assigned a mentor as required by state and federal law. Mentors will be a resource for the initial educator to observe, confer, provide advice and assistance in the design and implementation of the Professional Development Plan (PDP) and strive to help teachers succeed during their initial teaching experience in the District.

### **Mentor Criteria:**

1. A mentor should be a currently licensed teacher and should have a minimum of three (3) years of successful teaching experience preferably, but not necessarily, in the River Valley School District.
2. Mentors shall be appointed for one (1) year, renewable by agreement of mentee and the district administrator.
3. Mentors will complete a District-approved mentoring workshop or course with training in the state standards, District mentor/mentee checklist of helpful mentoring suggestions, and will be provided general information related to the PDP process.
4. The number of years as mentor for an initial educator will be between 1 and 5 year(s).

### **Mentor Requirements and Responsibilities:**

1. Mentors are required to assist new teachers with their initial orientation and provide continuing orientation as needed during the school year.
2. Mentors will assist beginning teachers with their initial orientation to teaching at River Valley. This orientation will occur before the beginning of the official school year and be two half-days or one whole workday.
3. Mentors will coordinate and plan with the mentee at least four (4) one-half day visitations to the mentee's classroom during instructional time. Video observations or alternate arrangements can be used with the agreement of mentor and mentee with administrative approval. If the mentor is a District employee, he/she will need administrative pre-approval to arrange for release time to make these observations.
4. Mentors will coordinate and attend at least 4 meetings with the mentee to discuss the visitations, the PDP, and additional supports as outlined in the provided checklists. These meetings will occur during a mutually agreed, non-instructional time.
5. Mentors will not be required or empowered to evaluate any other employee of the District.
6. A mentor teacher shall not be required, subpoenaed or called to testify as a witness in any board proceeding involving the discipline, discharge or nonrenewal of the mentee by the District either against or on behalf of the mentee for the purpose of eliciting testimony on the mentee's classroom performance or other evaluative information.

7. All communication between the mentor and the mentee shall remain confidential except, however, that if either the mentor or the mentee discusses any communication between them with a third party, confidentiality shall be deemed waived. Nothing in this section shall be construed to prohibit either the mentor or mentee from disclosing any information he or she reasonably deems a threat to the safety of staff or students or information otherwise required to be disclosed under state or federal law.

#### Mentor Limitations:

Should an ex-mentor take an administration/supervisory position, he/she can have no involvement in the evaluation of the teacher(s) he/she mentored for a period of 2 years after the mentor/mentee relationship terminates.

#### Mentor Incentives:

1. Mentor training shall be provided and paid for by the District; prorated if incomplete mentoring.
2. A stipend of \$300 will also be paid. Two equal checks will be issued--one at the end of the first semester, and one at the end of the second semester.

#### Mentor Removal:

The mentor or mentee may request a discontinuation with regard to mentoring the initial educator on a one-time basis. A change of mentor will not occur without the initial educator and the mentor being informed. If a change is requested, the request shall be granted and the mentor selection committee shall use its best efforts to timely provide a new mentor to the initial educator. There shall be no recrimination, once either the mentor or mentee makes the request.

#### Mentor Protection:

The District agrees to indemnify and shall save mentors and those reviewing and making recommendations on professional development plans harmless against any and all claims or other forms of liability, including court costs, that shall arise out of or by reason of action taken or not taken, which action or non-action is in compliance with this policy, including but not limited to claims against the mentor for denial of an educational license to another employee.

#### Mentor Selection:

1. Mentors will be selected by building principals and upon mutual consent of mentor and mentee.
2. Mentors may be removed from their responsibility upon mutual request by the mentor and mentee or by a decision of the district administrator.

APPROVED: October 10, 2013