

ARTICLE 17
MENTOR PROGRAM

A. Program Purpose

1. The Association and the Superintendent are continuously striving to provide the highest possible quality of education. In order for students to succeed in learning, our unit members must succeed. Therefore, the parties agree to cooperate in the design and implementation of programs to improve the quality of instruction through expanded and improved professional development and peer assistance. Unit members who participate in the Mentor Program are viewed as valuable professionals who deserve to have the best resources available provided to them in the interest of improving performance to a successful standard.

2. The Mentor Program will provide a Mentor for ongoing support throughout the school year to a Mentee. A Mentor Committee will facilitate the Mentor Program. The Mentor Program provides support for formal/informal observations and collaboration.

B. Mentor Committee

1. Mentor Committee shall consist of three (3) members. The committee shall be comprised of two (2) certificated unit members chosen by the Association; and one (1) Administrator designated by the Superintendent. Decisions of the Committee shall be made by consensus of all three (3) members.

2. The Mentor committee shall establish, maintain, and review annually the

following:

- A. Mentor application criteria;
 - B. Mentor selection criteria;
 - C. Mentor orientation materials and processes;
 - D. A procedure for replacement of a Mentor Committee member who is unable to serve for an extended period or who can not complete their term.
 - E. Develop and distribute surveys to solicit input of the Mentor and Mentee's experience and overall effectiveness of the Mentor Program.
 - a. The Mentor and Mentee should complete and submit their annual feedback surveys to the Committee by June 30th.
3. The Mentor Committee shall be formed and hold its first meeting on or before the tenth (10th) workday after the County-wide In-Service day. During the first meeting, the Mentor Committee shall:
- A. Assign Mentors before August 31st or within two (2) weeks after the Mentee's hire date.
 - B. Plan, schedule and hold Mentor orientations.
 - C. Reflect, and revise as necessary, the criteria and processes developed in Section 2 above.
4. The Mentor Committee shall establish its own meeting schedule. Only designated members are allowed at meetings. When committee functions need to be performed during the workday, Mentor Committee members

shall be released from their regular duties without loss of pay or benefits.

Unit members will be paid their hourly rate when committee meetings occur outside their respective workday.

C. Role of the Mentor

1. The Mentor is to deliver individualized coaching, mentoring, support, and guidance to Mentee(s) in the Mentor Program.
2. The Mentor will provide continuous support of best practices and guidance to promote professional skills.
3. The Mentor will facilitate Mentee(s) growth and development through modeling, guided reflection on practice, and feedback.

D. Mentor Requirements

1. Valid Clear/Level II credential in the credential area of the Mentee being supported.
2. If not a Clear/Level II credential in the credential area of the Mentee, experience in the credentialed area, validated through the committee selection process, may be given consideration.
3. Other requirements may be determined by the Mentor Committee.
4. Attend a Mentor orientation.

E. Support Activities of the Mentor

1. Represent SCSOS in a professional and positive manner
2. Develop Assistance Plan with Mentee.
3. Provide and submit a final feedback survey to the Mentor Committee by June 30th.

4. Support Mentee(s) in developing skills and strategies in professional growth in their field.
5. Use program documents (i.e. guidance, deadlines).
6. Conduct observations and provide specific feedback to Mentee(s).
7. Release Time:
 - a. Release time shall only be granted for:
 - i. Release time for Mentors to observe Mentee during student instructional time will be granted for Mentor with prior notification; and
 - ii. Release time for Mentor and Mentee to observe other classes/colleagues will be granted with prior notification.
 - b. Release time for observations shall not exceed fifteen (15) hours per school year.
8. Perform tasks as appropriate per Mentee(s) level
9. No time sheets shall be submitted for Mentor/Mentee support activities.
10. Confidentiality
 - a. Mentees may share as much or as little with their site administrator, but SCSOS shall not use this information for disciplinary or evaluation purposes.
 - b. Mentors are asked to maintain confidentiality and only discuss information about the Mentee's at their request. This is a critical aspect of the trust building needed to develop effective working relationships.

F. Mentee Levels and Compensation

Respective Mentee Levels are as follows:

1. Level 1: New to SCSOS with a clear or preliminary credential or Administrative Referral
 - a. Unit members new to the organization with a clear or preliminary credential shall be automatically enrolled in the Mentor Program and will be assigned a Mentor by the Mentor Committee.
 - b. Mentor will deliver individualized coaching, mentoring, support and guidance including, but not limited to, support best practices to promote professional skills, navigating organizational policies, processes and operations as needed by Mentee.
 - c. Administrative Referral - Unit members who received an overall unsatisfactory evaluation shall be automatically enrolled in the Mentor Program and will be assigned a Mentor by the Mentor Committee. The Unit Member will be enrolled in the Mentor Program the school year following the receipt of the overall unsatisfactory evaluation.
 - i. Ratings related to attendance problems, repeated tardiness, failure to complete required reports, or compliance with other similar administrative requirements or directives, and/or other forms of misconduct shall not be considered.

- d. Mentor to receive one thousand five hundred dollars (\$1,500) stipend per assigned Mentee. Stipend shall be dispersed in two (2) equal installments (December and June). If the Mentee is assigned during the course of the school year, the Mentor assigned will be entitled to a prorated amount for the remainder of the school year.
 - e. Mentor shall support no more than three (3) Mentees at a time (if all Level 1 only).
1. Level 2: Unit Member without a preliminary credential (PIP, STSP or Intern Credential)
- a. Unit members without a preliminary credential (PIP, STSP or Intern Credential) or shall be automatically enrolled in the Mentor Program and will be assigned a Mentor by the Mentor Committee in their first year. The mentee will continue in the Mentor Program for one (1) subsequent year unless the mentee elects to not participate or receives a preliminary credential.
 - b. Mentor to deliver individualized coaching, mentoring, support and guidance including, but not limited to, support best practices to promote professional skills, navigating organizational policies, processes and operations as needed by Mentee, and maintain documentation.
 - c. Mentor to receive three thousand dollars (\$3,000) stipend per assigned Mentee. Stipend shall be dispersed in two (2) equal

installments (December and June). If the Mentee is assigned during the course of the school year, the Mentor assigned will be entitled to a prorated amount for the remainder of the school year.

d. Mentor assigned a Level 2 Mentee shall support no more than one (1) Mentee at a time.

3. Mileage Reimbursement: Mileage reimbursement shall be granted for related travels.