

## Worcester Public Schools Mentor/Mentee Program for 2016

- 1- The MA Department of Elementary and Secondary Education require new teachers be assigned a Mentor within the first 2 weeks of hire. The district recommends that principals match Mentors with Mentees as early as possible, at least by the first day of school, thereby facilitating new hires integration into the school's culture, procedures and processes. Principals shall select teachers as mentors who have completed at least 3 years of teaching in the district, hold an Initial or Professional educator license in the Mentor/Mentees discipline, and be knowledgeable in adult learning theory, teacher observation, communication and conferencing, effective instructional skills, the teacher evaluation procedure, and other relevant topics.
- 2- New postings recruiting school-based mentors will take place in the spring of the preceding school year. Preference will be given to Focused Instructional Coaches at each building. Mentors must commit to training if they have not previously completed a district or DESE Mentor training program.
- 3- Calendar for Mentors and Mentees:

**\*\* Please observe all emails from the Office of Professional Development for confirmation and updates of these sessions, times and locations should any changes occur.**

### **MENTOR AND MENTEE INITIAL MEETINGS**

Required attendance for both mentors AND mentees at one of the following sessions. (Mentors and Mentees do NOT have to attend the same meeting)

- **September 14, 2016 (Wednesday) 3:45 PM** at Forest Grove Middle School Auditorium- ***Mentor and Mentee Orientation Session***, covering program expectations, participant responsibilities, program schedule and other pertinent topics

**OR**

-**September 15, 2016 (Thursday) 2:30 PM** at Worcester Technical High School Conference Room-- ***Mentor and Mentee Orientation Session***, covering program expectations, participant responsibilities, program schedule and other pertinent topics.

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## **VOLUNTARY MENTOR TRAINING**

-**Dates to be determined.** New *Mentor* training presented by WPS teachers who have been professionally trained through Gordon College program “Mentoring in Action”

## **MID YEAR MENTOR AND MENTEES LOG OF HOURS MEETINGS**

-**December 13, 2016 (Tuesday) OR December 14, 2016 (Wednesday) 4:00-5:00 PM**, Forest Grove Middle School- **Attendance for both mentors AND mentees.** Three month log of hours, observations, dialogue topics and discussions, and mentor/mentee forum.

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## **FINAL MENTORS ONLY MEETING:**

**Attendance at ONE of these meetings is required for your stipend to be issued.**

-**April 11, 2017 (Tues.) 2:30-3:30 at North High School** --Final log of hours, survey completion, and feedback discussions

**OR**

**OR April 12, 2017 (Wed.) 4:00-5:00 PM at Forest Grove Middle School**-Final log of hours, survey completion, and feedback discussions

**FINAL MENTEES ONLY MEETING:**

**-April 26, 2017 (Wednesday) 2:30-3:30 PM, at North High School**- Final log of hours, paperwork, survey completion and mentor/mentee forum.

**OR**

**-April 27, 2017 (Thursday) 4:00-5:00 PM, at Forest Grove Middle School**- Final log of hours, paperwork, survey completion and mentor/mentee forum

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4 - Calendar for **Mentee Workshops:**

There may be two to four additional voluntary workshops throughout the year. Mentors are encouraged to attend with their mentees but are not required to attend. Topics are subject to change.

**October**-Motivation and Management

**December**-Best Practices

**February**-Literacy

**April**-Licensure

- 5- **The *Beginning Teacher's Institute*** course will be offered by the WPS with 3 graduate credits available through Worcester State University. The classes will be held in Fall semester - September, 2016 and Spring semester- January, 2017 at a location to be determined. Registration will take place at the first class through the WSU Center for Effective Instruction. There will be a reduced tuition rate based on the number of registered students in the class. Please email Cheryl DelSignore at [delsignorec@worc.k12.ma.us](mailto:delsignorec@worc.k12.ma.us) to pre-register for the course. This course will apply for one of the three PD requirements of all new hires.

- 6- Completion of the *Eagle Hill Summer Institute* and the *Beginning Teacher's Institute* is encouraged for Mentees in their first three years of employment. The district believes that the EHI and this Mentoring Induction Program meets the necessary Department of Elementary and Secondary Education mentoring requirements to move to the professional level of licensure

**Note\*\*\* All dates, times, and locations are subject to change. Please be cognizant of email messages from Human Resources and the Office of Professional Learning directed specifically to 2016/17 Mentors and Mentees, for reminders and messages.**

**WORCESTER PUBLIC SCHOOLS**  
**Mentor/Mentee Logs**  
**CONFIDENTIAL**

School year	_____	School	_____
Mentor	_____	Discipline	_____
Mentee	_____	Date	_____

Mentoring logs need to be returned to Cheryl DeSignore, Staffing/Mentor Coordinator. The logs are submitted to Ms. DeSignore strictly for accountability reasons that have been put forth by the Massachusetts Department of Education regarding Induction/Mentoring programs and the Worcester Public Schools policy regarding some type of documentation for receiving payment. Also, this form documents that there have been various opportunities for mentors/mentees to consult and work with each other throughout the school year. Mentors should fill out one form for each mentee they are assigned.

Please document the date, location and general topics that are discussed at each meeting. Meetings may take the following forms: pre-arranged meetings, conference (pre-post), observation, feedback/reflection conferences, telephone conversations, email correspondence, before and after school discussions and off-site gatherings. Possible agenda items: Setting up the classroom, Parent Contact, Open House, Report Cards, Pedagogy, Curriculum, Assessment, Student Support, Management, Technology Integration.

DATE	LOCATION	TOPIC(S)	SUGGESTIONS/FEEDBACK

Please print additional log pages as needed.