

## Worcester Public Schools Mentor/Mentee Program for 2018

- 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- We are beginning this new school year with a new Mentoring Program and there will be no log of hours required this year. This year, there will be a collaborative guide based on the concept that mentors are teachers who can guide new teachers through the school year in a more organized and structured way. We will be using Carol Radford's books *Mentoring in Action* and *The First Years Matter*. The new program will provide a common language and curriculum that mentors can use to frame discussions with new teachers in the district.
- 4- Calendar for Mentors and Mentees:

**\*\* Please observe all emails from the Office of Professional Learning 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 only one of the following sessions. (Mentors and Mentees do NOT have to attend the same meeting) **NOTE- BOTH SEPTEMBER MEETINGS ARE AT NORTH HIGH SCHOOL**

- **September 11, 2017 (Tuesday) 2:30 PM** at North High School, Auditorium--  
***Mentor and Mentee Orientation Session***, covering program expectations, participant responsibilities, program schedule and other pertinent topics

**OR**

-**September 12, 2017 (Wednesday) 4:00 PM** at North High School, Auditorium--  
***Mentor and Mentee Orientation Session***, covering program expectations, participant responsibilities, program schedule and other pertinent topics.

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### **MID YEAR, MENTOR AND MENTEES MEETINGS**

-**December 11, 2018 (Tuesday) 4:00 PM**, Forest Grove Middle School

**OR**

**December 12, 2017 (Wednesday) 2:30 PM**, North High School

**Attendance for both mentors AND mentees.** Mentors and Mentees do not have to attend same meeting.

Mentor trainers to lead discussions on monthly activities and reflections, 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 23, 2019 (Tues.) 4:00 PM at Forest Grove Middle School** - Survey completion, and feedback discussions

**OR**

**April 24, 2019 (Wed.) 2:30 PM at North High School** -Survey completion, and feedback discussions

**FINAL MENTEES ONLY MEETING:**

**April 30, 2019 (Tuesday) 4:00-5:00 PM, at Forest Grove Middle School** Survey completion and mentor/mentee forum.

**OR**

**May 1, 2019 (Wednesday) - 2:30-3:30 PM, at North High School** Survey completion and mentor/mentee forum

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4 - **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, 2018 and Spring semester- January, 2019 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. This course will apply for one of the three PD requirements of all new hires. Please contact the Office of Professional Learning for more information.

5- Completion of the ***Effective/Reflective Teacher Program*** and/or the ***Beginning Teacher's Institute***, as well as other workshop offerings on pedagogy, is encouraged for Mentees in their first three years of employment. The district believes that 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 2018/19 Mentors and Mentees, for reminders and messages.**

