

Middletown Mentor/Intern Policy

In accordance with the amendments to section 100.2 of the Regulations of the Commissioner of Education, effective December 4, 2003, the school District's Professional Development Plan must address provisions for a mentoring program. The following are provisions with regard to its mentoring program:

- 1) The District will provide a mentoring program for classroom teachers in accordance with section 80-3.4 of the Commissioner's Regulations as follows:
 - According to State Regulation 100.2, mentors must be provided for teachers with an Initial Certificate, as well as teachers with Transitional B and Transitional C Certificates. The Middletown Program will provide a second year of mentoring for the following:
 - Teachers with Transitional B Certificates
 - Teachers with Transitional C Certificates
 - Teachers who change certification area
 - Teachers who change grade level groups. Grade level groups consist of Pre-kindergarten-second grade, third grade-fifth grade, middle school and high school.
 - Activities and meetings will be provided at the discretion of the Coordinator.
- 2) The description of particular elements of the mentoring program shall be as follows:

A) **Mentor Selection**

Interested faculty, who meet the criteria and are willing to perform the roles and responsibilities, must fill out an application. Once completed, the application must be sent to the Program Coordinator by the publicized date. Upon receipt of the application, the Mentor candidate will be interviewed by the Personnel Committee of the Advisory Council. The Personnel Committee recommends to the Advisory Council those interviewees who will be placed on the Mentor Bank.

It is the policy of the Advisory Council that teachers applying for the position of Mentor should understand that:

1. They are being considered for a position but they will be granted one only if their services are needed.
2. They may be placed in the reserve pool of Mentors for any new teachers hired during the course of the school year.

3. Once matched with an Intern, the Mentor's name will be submitted to the Board of Education for approval.

B) Mentor Eligibility and Responsibilities

In order to be eligible to be a Mentor in the Middletown Mentor-Intern Program, a teacher shall be:

1. Tenured and presently teaching in Middletown Schools for five years or more.
Non-tenured teachers with at least five years experience may be eligible, if need arises with the approval of the Advisory Council. *
2. Committed to the roles and responsibilities of a Mentor, such as but not be limited to:
 - Attend Mentor Training
 - Meet with the Intern on a weekly basis
 - Attend after-school meetings with the Coordinator
 - Keep a reflective log/journal or checklist
 - Use release time on a weekly basis
 - Provide support, guidance and be a model of professionalism for the Intern

*Subject Matter Leaders and Department Chairpersons are not eligible to serve as Mentors

C) Mentor Preparation

Mentors will have at least one full day of mandated training. Additional training will be provided during the school year at the after-school meetings. This training will consist of but not be limited to: observation tools, ideas for approaching sensitive issues, requirements for certification for the mentor's intern, recordkeeping, use of the Replacement Teacher, etc.

D) Mentoring Activities

Please refer to mentor preparation and mentor responsibilities.

E) Time allocated for Mentoring

Mentors and Interns will be released from their classrooms ten percent of each week. This ten percent release time should include but not be limited to observation, planning, conferencing, etc. In addition, Mentors and Interns should meet for discussions or for related needs of both the Mentor and Intern. These meetings can occur during the preparation period or before/after the student school day.