



September 14, 2012

To: Principals

From: Myra I. Whitney, Executive Director
Office of Professional Development & Staff In-Service

Re: School-Level Induction

Our induction efforts this year are focused on effective teaching and retention. To this end, our work will be centered on translating the elements of effective teaching to beginning teachers through a comprehensive professional development framework. We have finalized this framework for both mentors and protégés.

The mentor role continues to be the most crucial component of the induction process. Additional responsibilities have been added to these individuals. All guidelines should be followed in the selection process and the requirements should be clear to anyone accepting this responsibility. Those include the identification of all first and second year teachers, all alternatively certified teachers in your building and all teachers new to the district that may require a mentor or a building buddy. They also include commitment forms, a job description for mentor teachers and a need assessment for the protégé. Please ensure that the attached Mentor Identification Form and a Mentor Application and Matching Form for each mentor are completed and submitted to your region's Induction Coordinator by Friday, September 28, 2012. An after school information session will be provided on October 1 & 2, 2012 to discuss changes to the Induction Program. All other forms, including commitment forms and needs assessments should be submitted by October 5, 2012.

To ensure that all protégés are receiving the appropriate level of mentoring support, please be certain that all teachers who are selected as a mentor:

- Possess a valid professional teaching license,
- Have at least 5 years of successful teaching experience in addition to acceptable evaluations,
- TEM level 4 or 5 is desired, TEM level 3 is required,
- Completed "Taking the Lead" within the last five years,
- Have strong interpersonal skills,
- Exhibit a commitment to personal professional development, and
- Cannot currently serve as the Instructional Facilitator at your school

"Taking the Lead" mentor training is scheduled for October 23 and 24 and repeated again on October 30 and 31, 2012 from 8:00 AM to 3:00 PM. Both days are required for certification.



All mentoring support must be documented using the mentoring log form on a weekly basis. **No back dated logs will be accepted.** It is the mentor's responsibility to submit all weekly logs in a timely manner.

The district will fund one mentor for elementary schools and two mentors for middle or secondary schools. The amount of each mentor stipend will be \$700.00. Consequently, any additional mentors assigned at your site will require funding from your budget.

I realize that there are schools with several new teachers. Therefore, the need for creative scheduling and assignment of mentors is necessary. Please note that it is acceptable to assign a manageable number of protégés to one mentor. It is imperative that mentors schedule an appropriate amount of time for these *weekly team/one-on-one* collaborative so that they deliver the minimum number of support hours *per month*.

The induction coordinators for each region are listed below. Please feel free to contact them if you have additional questions. Thank you in advance for your cooperation and support.

Induction Coordinators

Northwest Region 1	Cheryl Ross-Williams	416.3438	williamsr@mcsk12.net
Southwest Region 2	Tishsha Hopson	416.3656	hopsontt@mcsk12.net
Northeast Region 3	Donna Bohannon	416.3430	bohannondr@mcsk12.net
Southeast Region 4	Charles New	416.3652	newcs@mcsk12.net