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## HISDMentor Program

### PRINCIPAL INFORMATION:

1. [Principal Memo \(August 8, 2011\) - Mentor-Beginning Teacher Assignments and Mentor Information](#)
2. [Mentor Selection Tool](#)
3. [Spreadsheet – Mentor Assignments](#)
4. [MAS Instructions – Setting up Mentor/Beginning Teacher Relationships](#)

*Every new teacher has the right to be guided on his or her pathway to becoming a teacher with strong positive impact on students and student achievement.*



### MENTOR PROGRAM GOAL:

The overarching goal of the HISD mentor program is to help beginning teachers become effective and move their practice forward. In helping teachers build capacity, we are shifting from mentoring the beginning teacher towards building teacher autonomy.

[Click to view the New Teacher Mentor Chart](#)

Please [login](#) at the top right-hand side of this page to access Mentor forms.

[Mentor Requirements Summary](#)

### PRIMARY ROLES:

- Help beginning teachers meet the learning needs of their students by engaging teachers in research driven, differentiated professional development of their teaching practice driven by personalized professional goals
- Guide beginning teachers through a coaching cycle aligned to the phases of new teacher development

### GENERAL DUTIES OF THE MENTOR:

- Participate in beginning teacher orientation
- Meet weekly with your beginning teacher
- Complete the Instructional Mentoring training
- Implement, with fidelity the tools and protocols introduced in the Instructional Mentoring training
- Conduct peer observations followed by sanctioned time for objective analysis and feedback of the mentor AND the beginning teacher's practice
- Analyze student work and use data to drive best practices
- Attend regularly scheduled campus mentor support meetings and district touch points forums
- Maintain documentation of mentor/beginning teacher activities using the online Mentor Activity System (MAS)
- Complete any paperwork associated with the beginning teacher's Alternative Certification Program (if applicable)

### BENEFITS TO THE MENTOR:

- Mentor Stipend (First year: \$600, Second year: \$400)
- Earn Professional Development hours for time spent in training and mentoring
- Opportunity for campus leadership by facilitating job-embedded professional learning
- Opportunity for collegial professional learning between mentors and beginning teachers (aligned to Staff Review Process)
- Majority of documentation takes place electronically via MAS

**INSTRUCTIONAL MENTORING TRAINING:**

This interactive training focuses on:

- Supporting professional growth environments for teachers grounded in the norms of inquiry, formative assessment and problem solving
- Recognizing and practice the attitudes, behaviors and skills of effective mentors
- Differentiating mentor support to meet the assessed needs of the beginning teacher
- Learning about skills, tools and resources of mentoring

**COACHING AND OBSERVATION TRAINING:**

This interactive training focuses on:

- Guiding mentors in the collection and collaborative analysis of in-class observation data that is aligned with professional teaching standards
- Helping new teachers improve their practice
- Developing skills for reviewing data and coaching new teachers to improve their practice.

**MENTOR ACTIVITY SYSTEM:**

MAS is a web-based application available through the HISD portal. This year the documentation process utilizes a 21st century technological tool that allows mentors to enter their interactions with (and for) beginning teachers in an activity log. The system maintains confidentiality and gives the beginning teacher a voice using an online verification process. There is a reporting feature that allows mentors to generate and review metrics of beginning teachers. Mentors will be trained on MAS access and navigation during the Instructional Mentoring training.

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**CONTACT INFORMATION:**

More details are available when you log onto the portal. Contact us at 713-696-0600.

Mentor Program Coordinators:

- [Vanessa Nieto-Gomez](#)
- [Gail McGee](#)