

Roles and Responsibilities

The Connecticut State Department of Education and New Haven Public Schools clearly define the responsibilities of the Beginning Teacher, Principal, Mentor and Support Team Members.

They are as follows:

Beginning Teacher	Mentor	Support Team Member	Principal
Attend mandatory monthly district support sessions on release time	Meet with Beginning Teacher a minimum of once every 2 weeks	Meet with Beginning Teacher a minimum of once every 2 weeks as needed	Meet with Beginning Teacher consistently to provide support and suggestions aligned with district initiatives and the CCT. ARC & DSAP staff need to be observed once every 3 weeks during the first 90 days.
Attend Discipline Specific Seminars sponsored by the NHPS and CSDE	Visit the classroom at least once a month to observe teaching	Visit the classroom at least once a month to observe teaching	Provide release time for Beginning Teacher, and Support Team Members to visit classrooms at least 8 times per year and ARC and DSAP staff 10 times during the school year.
Register and complete state sponsored on-line courses for beginning teachers	Hold follow-up discussions after observation to offer support in: <ul style="list-style-type: none"> • Planning • Analyzing student work • Effective teaching strategies 	Hold follow-up discussions after observation to offer support in: <ul style="list-style-type: none"> • Planning • Analyzing student work • Effective teaching strategies • Classroom management & organization • Assist in obtaining materials 	<ul style="list-style-type: none"> • Monitor Beginning Teacher Log and sign on quarterly basis • Hold pre and post observation conferences • Provide opportunities for a reflective dialogue
Meet with mentor/support team members	<ul style="list-style-type: none"> • Classroom management & organization • Assist in obtaining materials 		Provide necessary materials and support
Record <u>all support</u> on Quarterly Logs and submit Logs on due dates	Keep record of contacts	Keep record of contacts	Keep record of contacts
Submit Update Forms as needed	Attend Up- Date Training Seminars	Attend Training Seminars (recommended)	Attend Training Seminars (recommended)

The Connecticut State Department of Education requires a minimum of thirty hours of “significant contact over the course of the school year.