

MENTOR TEACHERS

A. Purpose and Scope

The Governing Board desires to recognize teachers who exhibit excellence in the classroom and provide an incentive for these teachers to remain in our schools and contribute to program improvement.

The primary function of mentor teachers shall be to provide assistance and guidance to new teachers. Mentor teachers also may help more experienced teachers, provide staff development for teachers and develop special curriculum. (Education Code 44496)

B. General

Term as a Mentor Teacher

The duration of a designation as mentor teacher shall be for a period of either one, two or three years. Designations having a duration of less than three years and may be renewed by the Board, without review and renomination, until the three-year maximum is reached. (Title 5, Section 11257)

Duties and Responsibilities

The Superintendent or designee shall determine the specific duties and responsibilities of mentor teachers on an individual basis, in accordance with law and Board policy.

Mentor teachers shall spend not less than 60% of their time in the direct instruction of their regularly assigned students. (Education Code 44496)

Mentor teachers shall not participate in the evaluation of teachers. (Education Code 44496)

Each qualified mentor teacher shall receive the amount allocated by the State Superintendent of Public Instruction as an additional stipend over and above his/her regular salary. (Education Code 44494)

The mentor teacher may make a written proposal that the district allocate all or part of this stipend for his/her professional growth or release time: (Education Code 44494)

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A partial year of service may be prorated only when nonprogrammatic circumstances, such as extended absence for health reasons, prevent the mentor teacher from completing the designated mentorship period.

C. Forms Used And Additional References

None

D. Procedures

Qualifications

At a minimum, a teacher seeking to become a mentor teacher must meet each of the following:

1. Be a credentialed teacher with permanent status. (Education Code 44491)
2. Have substantial recent teaching experience in classroom instruction. (Education Code 44491)
3. Have demonstrated exemplary teaching ability as indicated by, among other things:
 - a) Effective communications skills. (Education Code 44491)
 - b) Subject matter knowledge. (Education Code 44491)
 - c) Mastery of a range of teaching strategies necessary to meet the needs of students in different contexts. (Education Code 44491)
 - d) Expertise in student motivation and classroom management.
 - e) Skills in problem solving, decision making, and interpersonal relations among students and faculty.
 - f) Recent involvement in professional development and growth programs.
 - g) Previous outstanding evaluations and/or recommendations.

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4. Those who have served as mentors previously must have completed their duties in a satisfactory manner.

Selection Committee

A majority of any selection committee shall be composed of certificated classroom teachers chosen to serve on the committee by other certificated classroom teachers. (Education Code 44495)

The remainder of the committee shall be composed of administrators chosen to serve on the committee by other administrators selected by the Board. (Title, Section 11251)

Application for Mentor Teacher Designation

A teacher seeking mentor designation shall submit his/her written application to the selection committee by the established date.

This application shall include written consent for the release of the applicant's personnel records for review by the selection committee if necessary.

Review of Nominees and Designation of Mentor Teachers

1. The selection committee or subcommittee shall review all personnel records relating to the teaching experience and performance of each applicant to determine whether the applicants meet the qualifications listed above. (Title 5, Section 11253)
2. The selection committee or its subcommittee may observe mentor teacher candidates in classroom instruction. (Education Code 44495)
3. The selection committee shall interview all applicants. Applicants shall be given the opportunity to provide the committee with additional information about their skills and qualifications.

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4. Candidates for mentor teacher designation shall be nominated to the Board by a majority vote of the selection committee. (Education Code 44495)
5. Before designating a nominee as a mentor teacher, the Board may gather further information as it deems necessary to evaluate the nominee's qualifications. (Title 5, Section 11254)
6. The Board shall meet in closed session to consider the appointment of all mentor teacher nominees.
7. The Board shall make the final designation of a mentor teacher(s) from nominees provided by the selection committee.

When the teacher has completed three years as a mentor teacher, the Board may review his/her designation and renominate him/her for this program. (Education Code 44494)

If for any reason a mentor is unable to complete the designated mentorship period, the Board may select a replacement from committee-nominated alternates to complete the designated mentorship term and mentor project.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Educational Services
Human Resources

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H. Approved By The Administrator Of The Unit

Educational Services
Human Resources