

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 5220 P-56

BEGINNING TEACHER (TEACHER/MENTOR)
ASSISTANCE PROGRAM PROCEDURES

The Beginning Teacher Assistance Program (Teacher/Mentor Program) was established by legislative authority and implemented via rules established by the Superintendent Of Public Instruction in Chapter 392-196 WAC. The purpose of the program is to select a highly-skilled teacher to provide continued and sustained support to a beginning teacher's first year in a contracted certificated position.

Following is information on mentor teacher qualifications; beginning teacher qualifications; general duties and financial provisions; mentor teacher application process; screening and selection procedures; and budget.

A. Mentor Teacher Qualifications

1. Employed full-time primarily as a classroom teacher.
2. Three years total classroom teaching experience including a minimum of one year within the Ferndale School District and one year in the building where the individual will serve as a mentor teacher preferred.
3. Must hold a valid continuing/standard teaching certificate.
4. Beginning teacher and mentor assigned:
 - a. To same building and teaching in the same endorsement area; or
 - b. To same building and teaching in a related endorsement area (e.g., social studies-English or mathematics-science); or
 - c. To different buildings, but teaching in the same endorsement area.
5. Has personal and professional qualifications pertinent to the position including:
 - a. Effective teaching skills, as reflected in annual observation and evaluation documents and other pertinent data;
 - b. Good understanding and perspective of district and building policies, procedures and program;
 - c. High level of professional development and commitment;
 - d. Good communication and interpretation skills; and
 - e. Highly regarded by students, staff and community.

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B. Beginning Teacher Qualifications

A beginning teacher is someone:

1. With fewer than ninety (90) consecutive school days of classroom experience in either a public or private school in any grade, K-12; and
2. Employed by the Ferndale School District for ninety (90) consecutive school days or more to serve primarily as a classroom teacher.

C. General Duties and Financial Provisions

1. Mentor teacher(s) shall be:
 - a. Paid a mentor teacher stipend as established by SPI and determined by the Ferndale School District;
 - b. Released from classroom teaching responsibilities in order to observe and assist the beginning teacher in the classroom.
 - c. Released, along with the beginning teacher, from classroom teaching responsibilities in order to jointly observe and evaluate teaching situations.
2. The beginning teacher shall:
 - a. Be released, along with the mentor teacher, from classroom teaching responsibilities in order to jointly observe and evaluated teaching situations; and
 - b. Have registration fees and substitute costs partially provided by the district for program workshops which fit the beginning teacher's individual professional growth plan.
3. Participation of mentor and beginning teachers is voluntary.

D. Application and Selection Process

Each year, building principals who have new teachers will work with the staff development office to make application for the Beginning Teacher Program (Teacher Assistance Program).

Following approval of the application by SPI, building principals will work with the staff development office to identify appropriate mentor teachers.

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F. Budget

Each year the staff development office will establish a budget for the mentor program.

Implemented	04-21-87
Revised	09-09-88
Revised	09-12-97