

## **Procedure – Teacher Assistance Program**

In compliance with rules and regulations promulgated by the Superintendent of Public Instruction, the district assures that:

- A. The mentor teacher will be paid a mentor teacher stipend which will be incorporated into a supplemental contract;
- B. The beginning/experienced teacher will be paid a stipend as set forth in the supplemental contract;
- C. The beginning and mentor teacher will attend and will be reimbursed by the district for travel expenses for three days attendance at required workshops or training sessions;
- D. The mentor teacher may be released from classroom teaching responsibilities in order to observe and assist the beginning or experienced teacher in the classroom;
- E. The mentor teacher, the beginning teacher and the experienced teacher may be released from classroom teaching responsibilities in order to jointly or separately observe each other or observe colleagues in teaching situations;
- F. The total release time from classroom teaching as stated in (D) and (E), above will be at least twenty-four scheduled instructional hours per school year;
- G. Mentor teachers will not be involved in evaluations of their beginning or experienced teachers;
- H. The mentor teacher, the beginning teacher and the experienced teacher will complete and forward to the Superintendent of Public Instruction such evaluation reports of the teacher assistance program as requested by the Superintendent of Public Instruction; and
- I. Mentor teachers will periodically inform their principals regarding the contents of training sessions and other program activities.

### **Selection of Mentor Teacher**

- A. A general announcement regarding the mentor teacher program and the application process will be distributed to all staff members by April 1;
- B. A mentor teacher will have been employed primarily as a teacher for one school year with the district and two additional years within any public or private school in any grade K-12. A mentor teacher will:
  - 1. Demonstrate effective teaching skills;
  - 2. Have a good understanding and perspective of district and building policies, procedures and programs;
  - 3. Possess a high level of professional development/commitment;
  - 4. Demonstrate good communication and interpretation skills;



5. Exhibit a high level of energy and enthusiasm and show evidence of a high level of creativity; and
  6. Be highly regarded by students, staff and the community; and
- C. The superintendent will select the mentor teachers. Two classroom teachers, appointed by the teacher's bargaining unit, will participate in the mentor teacher selection process.

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