



Teacher Mentor Procedure

Office of Curriculum & Instruction

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Who is eligible for a mentor?

- Probationary, part-time, or full-year leave replacement teachers in their first year at Manhasset UFSD are eligible for a teacher mentor.
- Leave replacements of 3 months or more will be eligible for a mentor. Those hired as leave replacements for less than this period are ineligible for formal mentoring.

Who may become a mentor?

- Tenured teachers may apply to become a teacher mentor.
- Mentors must apply for this Schedule B position and be approved by both administration and MEA leadership.
- Approved individuals will be notified by the Office of Curriculum & Instruction and submitted for Board of Education approval.
- Mentors are required to be trained by the Office of Curriculum and Instruction.

What are the responsibilities of a mentor?

- Mentors are required to meet with their mentees at a minimum of once per week, in person.
- Support regarding curriculum, instruction, professional responsibilities, etc. should be provided to the mentee.
- Mentors will be required to attend several after-school sessions with their mentees. Dates of these sessions will be shared as part of the application process.
- At the end of the mentoring period, submission of a time sheet signed by the building principal is required. **Full year mentors should submit a time sheet no later than May 15th.**