

**JEFFERSON COUNTY SCHOOLS
MENTOR APPLICATION**

Name: _____ School: _____

Social Security Number _____ Grade and Subject Taught: _____

List valid teaching certificate(s) currently held (include area, type, endorsements):

Do you have the TSS endorsement? _____ Are you working on an advanced degree? _____

Previous Teaching Experience:

School	System	Grade/Subject	# of Years
_____	_____	_____	_____
_____	_____	_____	_____

List any college or staff development courses you have taken which would enhance your effectiveness as a mentor:

Course Title	Date
_____	_____
_____	_____

In one paragraph explain why you are making a commitment to the Mentor Program.

List any leadership positions you hold/have held in this school system. (Committee chairman, Department/Grade chairman, etc.)

Were you a mentor teacher during the past year? _____

I have read the goals and responsibilities of the Jefferson County Mentor Program, and agree to all stipulations.

Signature of applicant _____ Date _____

PRINCIPAL: Recommended: yes _____ no _____

Comments: _____

If yes, please complete the back of this form.

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MENTOR APPLICATION**

I hereby recommend _____ to participate in the Mentor Program. In making this recommendation I certify that the following admission and guidance criteria have been met by said participant:

- Possesses a valid renewable teaching certificate.
- Shows evidence of at least three years acceptable teaching experience at the K-12 level.
- Shows evidence of excellent interpersonal skills and professional competencies.
- Is willing to commit the additional time necessary for supervisory and support responsibilities, such as observation and conferencing with the teacher being supported.

Principal: _____

School: _____

System: Jefferson County _____

Local Staff Development Coordinator

Date

COMMENTS: _____

MENTOR TEACHER PROGRAM

Purpose:

To provide peer support and guidance to protégé teachers to help ensure their success in Jefferson County

Goals:

- Acquaint new personnel with the culture of the school and system
- Assist new personnel in adjusting mentally and physically to the new work environment
- Reduce attrition rate of protégé teachers
- Improve teaching and learning for students
- Assist protégé teachers in improving their instructional and classroom management practices and techniques

Criteria for Selection of Mentor:

- exemplary teaching skills
- respected by peers
- confident, comfortable before a group
- enthusiastic, positive attitude
- high rating by supervisors
- good manager/leader
- excellent command of subject matter
- organized, good planner
- understands and follows school/system policies
- three years of teaching experience
- peer, not administrator
- willingness to spend the time and effort required
- maintain confidentiality and trust
- knowledgeable of resources outside of the classroom
- supportive of the educational program of the school and system
- understand and apply research and knowledge about effective teaching and learning

Responsibilities of Mentor:

- Assist principal in planning local staff development activities
- Conduct after school workshops in local school and/or system-wide
- Assist protégé teachers in areas of need
- Assist other teachers who need improvement on competencies when requested by principal
- Document an average of at least fifteen (15) hours per quarter in providing assistance (minimum of 50 hours per year for working with new teachers, 100 per year working with a TAPP teacher)
- Attend summer training course (will receive stipend) for TSS endorsement (if required by system and/or principal)
- Attend staff development mentor meetings and new teacher orientation
- Complete monthly reports
- Conduct teacher observations
- Develop an action plan with each protégé teacher

Supplement: \$500 paid in \$250 increments (December, June)

Number of mentors selected will depend on the number of protégé teachers at each school.