

# PTA Proposal D-5

## Mentoring

Presented by PTA Tuesday, June 3, 2025

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PTA makes the following proposal related to Unit D:

### APPENDIX B: PARAPROFESSIONAL ~~BUDDY MENTORSHIP~~ SYSTEM

Mission:

The purpose of the ~~Buddy~~Paraprofessional Mentorship System is to enhance the professional development and retention of new and experienced paraprofessionals, promote collegiality, and socialize new staff into the school culture.

Goal:

~~Buddies Mentors will integrate shall support~~ new ~~paraprofessionals-Members as they integrate~~ into the school, district, and community.

Objectives:

Beginning paraprofessionals ~~will-shall~~ acquire the knowledge of:

- Community and school history, culture, traditions, and norms
- ~~Community and school resources~~
- School policies, procedures, resources, and ~~traditions-routines~~
- The standards and best practices for paraprofessionals outlined in the NEA Professional Growth Continuum (PGC)

Assignment of ~~BuddiesMentors~~:

Principals ~~will-shall~~ assign new ~~paraprofessionals-Members~~ to a ~~Buddy-Mentor~~. A ~~Buddy Mentor will-shall~~ be defined as an experienced ~~paraprofessional-Member~~ who volunteers to act as a ~~buddy-Mentor~~ to a new hire. Qualified volunteers ~~will-shall~~ be selected on a rotating and equitable basis.

Expectation of ~~Buddies-Mentors~~:

~~Buddies-Mentors are-shall be~~ expected to spend approximately 15-20 minutes per week between ~~school and the end of January the start of employment and the end of their first full school year~~ welcoming new paraprofessionals and assisting with questions related to ~~building operations, school resources, and job-related responsibilities objectives outlined above~~. All new ~~paraprofessionals-Members will-shall~~ be given the opportunity to shadow their ~~buddy-Mentor~~ for one day as soon as practicable but no later than the end of their first month of employment.

Confidentiality:

The issue of confidentiality in the ~~buddy/new hire mentorship~~ relationship is as sensitive as it is important for successful mentorship. Since Pembroke seeks to create helpful ~~buddy mentorship~~ relationships, ~~we-the parties~~ agree that the District and mMentors will-shall

respect the new paraprofessionals' need to grow and to learn in a professional environment which ~~will remain private~~ respects their right to confidentiality and allows for opportunities for improvement.

~~In general, buddies Mentors will shall~~ not discuss the new ~~paraprofessionals' Member's~~ performance with anyone, including school and district administrators, except under the following conditions:

- A ~~buddy Mentor~~, with the new ~~para's Member's~~ knowledge, may discuss the new ~~para's Member's~~ performance with appropriate administrators, if, in the ~~buddy's Mentor's~~ professional judgment, the academic growth and development, social well-being, or physical safety of the students or other members of the school community are at risk.
- A Mentor, with the new Member's knowledge, may seek additional supports from the appropriate administrator(s) to facilitate the Member's ability to perform their work with fidelity and excellence.

Suggested topics/activities to get started:

- Introductions
- Building tour including the designated ~~paraprofessional's Member's~~ workspace
- Where to get and how to order supplies
- How to take attendance
- Procedures for Cafeteria, Recess, Bathroom, and Discipline procedures
- ~~Recess procedures~~
- ~~Bathroom procedures~~
- ~~Discipline procedures~~
- Reporting an absence through leave management system
- Email and Classroom/SeeSaw questions
- District and Building Policies
- Mandatory Reporting
- Building Safety, Drills, and Workplace Regulations
- IEP and 504 Review
- Early Release days and expectations: ~~paras work 181 days therefore paras are expected to work on ERDs. Usually, In-Service training will be provided.~~
- Sub coverage
- MCAS Testing
- Members' Contractual and Legal Rights and Obligations

#### Compensation:

As a separate deposit no later than June 30 each year, Mentors shall receive a one thousand dollar (\$1,000) stipend for each Member they have mentored during the school year.