Rahway Public Schools Mentor Program

2025-2026 School Year

The Mentor-Mentee Partnership: Roles & Expectations

Welcome to the mentor-mentee program! This presentation will outline the key expectations for both mentors and mentees to ensure a successful and rewarding partnership. Our goal is to foster professional growth and build a supportive community within our school district.

Mentoring Regulations

- Establish a one year mentoring program for all provisional teachers
- Establish a minimum criteria for the mentoring program

  30 weeks

  CEAS meet at least twice per week for the first four weeks of the teaching assignment

  CE meet at least twice per week for the first eight weeks of the teaching assignment
- Specify responsibility for payment of mentoring stipend

  $550 CEAS

  $1000 CE
- Require comprehensive training and support for mentors
- Require a rigorous mentoring process for novice teachers
- Require districts to develop and implement a mentor plan

Mentor Requirements

- Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working
- Tenured teacher
- Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers
- Demonstrates a record of success in the classroom
- All mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation
- Understands the social and workplace norms of the school district and the community it serves
- Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher
- Completes a comprehensive mentor training program

The Mentor's Role

As a mentor, your role is to provide guidance, support, and resources to the mentee. You are a trusted colleague who will help your mentee navigate their professional journey. Your key responsibilities include:

- **Offer Guidance and Support:** Provide a safe, confidential space for your mentee to ask questions and discuss challenges without judgment. Share your personal experiences and insights.

- **Share Resources and Networks:** Introduce your mentee to valuable classroom resources, professional development opportunities, and other experienced colleagues.

- **Facilitate Goal Setting:** Help your mentee identify and define clear, achievable professional goals. Work together to create a plan for reaching them.

- **Provide Constructive Feedback:** Offer timely and actionable feedback on teaching practices and professional development to help your mentee grow.

The Mentee's Role

As a mentee, your role is to be a proactive and engaged participant in your own professional growth. You are a collaborator, not a passive observer. Your key responsibilities include:

- **Being Proactive:** Take the initiative to schedule meetings, prepare discussion topics, and communicate your needs to your mentor.

- **Being Open to Feedback:** Listen to your mentor's advice with an open mind and be willing to try new strategies or techniques in your classroom.

- **Communicate and Reflect:** Be honest about your successes and struggles. Use your time with your mentor to reflect on your experiences and plan for the future.

- **Respect the Partnership:** Be punctual for meetings and respect the time and effort your mentor is dedicating to you.

Shared Expectations

The most successful partnerships are built on mutual trust and respect. Both mentors and mentees share a responsibility to:

- **Establish a Schedule:** Agree on a regular meeting schedule and communication methods that work for both of you.

- **Build Trust:** Be open and honest with one another to build a foundation of trust and safety.

- **Protect Confidentiality:** Anything shared within the partnership should remain confidential.

- **Celebrate Growth:** Take time to acknowledge and celebrate both small and large achievements throughout the year.

Mentor Responsibilities

- Maintain and submit monthly contact logs
- Meet regularly
- Provide novice teacher with comprehensive orientation to district policies and procedures
- Be attentive, patient, outstanding, approachable and a role model
- Encourage novice teacher in all areas
- Demonstrate, discuss, and share strong classroom management skills
- Feel comfortable being observed and be an observer of classroom practice
- Maintain a network of professional contacts
- Share educational materials, review grading policy, and lesson planning
- Review IEP and student service requirements and practices
- Listen attentively, ask questions, and offer productive and positive critique

New Teachers Need…

An in-depth understanding of:

- effective planning and goal setting
- adapting plans, strategies and techniques to meet the needs of students
- working with multiple curricular requirements
- integrating curriculum and content
- creative and motivational lessons that engage students
- a variety of assessment techniques
- data driven instruction
- understanding of the school, district, and community
- interacting with parents and colleagues

Resources

- Professional Standards for Teachers
- NJSLS