ENTERPRISE ELEMENTARY SCHOOL DISTRICT

Bulletin #92
April 20, 2026

TO: **CERTIFICATED STAFF**

FROM: **MEAGAN HAWLEY-STONE, HUMAN RESOURCES**

SUBJECT: **INTERN MENTOR (2026/2027)**

Unit Members selected as an intern mentor shall receive no less than a $5,000 stipend per teacher candidate and required mentor training. The stipend will be $2,500 in December and $2,500 for June. Mentor selections will be made annually. If a mentor receives a program/university stipend, they will receive the difference in order to make their total compensation $5,000.

Internship Mentor Qualifications (These may very slightly based on program/university requirements):

- Hold a clear credential that is a match to the credential candidate.
- Hold an authorization or credential to teach English Language Learners.
- Meet minimum numbers of years teaching experience (if required).
- Knowledge of the context and content of the candidate's teaching assignment.

The Internship Mentor must:

- Review the program/university requirements.
- Participate and successfully complete any required intern mentor initial or renewal training.
- Participate in training, verification meetings, and other professional development activities as required.
- Develop a trusting, meaningful, and supportive relationship with the teacher candidate characterized by openness, sharing, confidentiality, and reflective conversations.
- Make contact with each assigned teacher candidate each week of the school year providing support in meeting program requirements and just in time needs of the candidate. The amount of time each week shall be dependent on the program/university requirements. This contact includes classroom observations, reflections, coaching conversations, action research support, evidence completion, email, phone calls and any other contact as needed to assist the teacher candidate in successfully meeting program requirements.
- Complete surveys, logs and document reviews of candidates as required by the program.
- Notify the district lead if concerns arise about a teacher intern candidate. These concerns can include but are not limited to: missed meetings, non-communicative, missed deadlines and potential non-completion.
- Other duties which reasonably relate.

If you are interested in the above position(s), please return this form to Meagan Hawley-Stone in the Human Resources Department via interoffice mail or email to HR@eesd.net. This posting will close and must be received by the Human Resource Department at the District Office by 3:00 p.m. on April 24, 2026.

☐ I am interested in being an Intern Mentor for the 2026/2027 school year and am willing to make the time commitment as detailed above.

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Printed Name School Grade