

Andover Regional School District Mentoring Plan 2026-2027

Andover Regional School District

Mentoring Plan

Introduction

As a means of induction into the education profession and a member of the Andover Regional School District staff, a variety of mentoring structures are available to new staff. All new staff will participate in a one day New Teacher Induction Program prior to the opening of school. The Induction Program is a comprehensive introduction including, but not limited to, district policies and procedures, teacher evaluation instrument, curriculum materials, and expectations of effective teaching practices. The district offers a variety of ongoing learning opportunities for new staff including:

- PLC meetings provided after school at the building and district level
- On-going meetings/interaction with Mentors, Principal, Assistant, and District Administrators
- Classroom visitation. The mentor and mentee will work with the building principal to schedule the visitation.

Mentoring Logs must be submitted the 30th of each month for monitoring and review. A Mentoring Log will be completed and filed with the building principal..

The district has adopted the Danielson Framework for Teaching as its Teacher Evaluation model. The district's mentoring program is anchored in this framework. The Danielson Domains include:

- **Danielson Domain 1 - Planning and Preparation**
- **Danielson Domain 2 - Learning Environment**
- **Danielson Domain 3 - Learning Experiences**
- **Danielson Domain 4 - Principled Teaching**

Each monthly mentoring topic is linked to the Danielson Framework, as well as best practices for instruction. Mentees will participate in a reflective practice focused on instructional strategies related to their assignment.

Per the revised Mentoring Regulation, mentees will meet with the mentor as follows:

Expectations

- Minimum 1 meeting per week for 4 weeks (CEAS) with meeting (posted on the Mentoring log)
 - 30 weeks of 1:1 mentoring
- Minimum 1 meeting per week for 8 weeks (CE) with meeting (posted on the Mentoring log)
 - 34 weeks of 1:1 mentoring

Andover Regional School District

Mentoring Program

Mentors

The district encourages and appreciates staff who give back to the profession by serving as a mentor to new staff. All mentors have demonstrated success in the classroom and meet the requirements per the May 5, 2014 revised Mentoring Regulations:

- Must be tenured in district
- Participation in training:
 - Teacher Evaluation Rubric/Practice Instrument (Danielson)
 - New Jersey Professional Standards for Teachers
 - New Jersey Core Content Standards
 - Classroom observation skills
 - Reflective practices
- Rated as
 - Effective or Highly Effective in teacher practice
 - Effective or Highly Effective in summative practice
- Maintain a log of their contact with their mentee which will be submitted to the Curriculum and Instruction Office on the 30th of each month

Payment Procedures

The district's Payroll Department will deduct equal payments from the mentee for the mentoring program once the mentee is BOE approved and on payroll. The mentor will receive payment for mentoring service or a prorated payment based upon the start date of the mentee at the end of the school year.

Andover Regional School District

Monthly Mentoring Opportunities

Each month presents opportunities for a variety of mentor/mentee conversations. The Monthly Mentoring chart below provides suggested conversations which align with the Danielson Domains, as well as the professional activities occurring during that month. The list below provides guidance for mentors for discussion topics relevant to mentees' needs.

September:

Activity/Mentoring Conversation	Danielson Domain
Teacher Obligations: - Lesson plan review/feedback - How to take attendance in Genesis - How to set up Genesis Gradebook/Lesson Planner - Teacher Evaluation – SGO/SGP	Domains 1 and 4
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: First two weeks of instructional planning	Domain 3
Professional Responsibilities: - Completing the PDP - Back To School Night - Teacher Web Pages - Parent /Teacher Communication - Building Procedures and Protocols - Emergency Procedures	Domain 4

October:

Activity	Danielson Domain
Teacher Observations: Self evaluation- Getting to know the framework	Domains 1, 2, 3 and 4
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: Using data to inform instructional decisions	Domain 3
Professional Responsibilities: Parent/Teacher Communication	Domain 4

SGO submission for approval	
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November:

Activity	Danielson Domain
Teacher Observations: - Parent/Teacher Conferences - Report Card preparation - Lesson plan review/feedback - Differentiated Instruction	Domains 1 and 4
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Professional Responsibilities: Parent/Teacher Communication	Domain 4

December:

Activity	Danielson Domain
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Professional Responsibilities: Parent/Teacher Communication	Domain 4

January:

Activity	Danielson Domain
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: Using data to inform instructional decisions	Domain 3
Teacher Obligation: - Mid-Year SGO review - PDP reflection - Teacher Evaluation Reflection	Domains 1 and 4

February:

Activity	Danielson Domain
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: Using data to inform instructional decisions	Domain 3
Teacher Obligation: Teacher Evaluation Reflection	Domains 1 and 4

March:

Activity	Danielson Domain
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: Using data to inform instructional decisions	Domain 3
Teacher Obligations: - Process for Summative Evaluation - NJSLA preparation	Domains 1 and 4

April:

Activity	Danielson Domain
Classroom Procedures: Establishing fair and consistent classroom routines, discipline and rules	Domain 2
Instruction: Using data to inform instructional decisions	Domain 3
Teacher Obligation: Process for Summative Evaluation	Domains 1 and 4

May:

Activity	Danielson Domain
Instruction:	Domain 3

Using data to inform instructional decisions	
Teacher Obligation: End of the year procedures	Domains 1 and 4

June:

Activity	Danielson Domain
Teacher Obligations: - End of the year procedures - Reflection	Domains 1 and 4

Novice Provisional Teacher Mentoring Log

Effective May 5, 2014, the New Jersey regulations governing district mentoring program requirements have changed. Novice provisional teachers (those teachers serving under a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing) must still be assigned an individual mentor at the beginning of the contracted teaching assignment. However, two of the regulatory changes impact the way these individual mentors track their time and receive payment for their services.

First, as specified in *N.J.A.C. 6A:9-8(d)*, individual mentor teachers assigned to work with novice provisional teachers are now required to log their mentoring contact time. The format of the log itself and the procedures for using it are to be developed as part of the district mentoring plan. The mentoring logs are to be sent to the district administrative office and retained there.

Secondly, as specified in *N.J.A.C. 6A:9-8(h)*, the administrative office of each school district will now be responsible for overseeing the payment of mentors. Payment may not be conferred directly from provisional novice teacher to mentor. The mentoring logs can be used by the district to inform the payment process.

Novice Provisional Teacher Mentoring Log

Instructions: Please log each session with your mentee. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also.

Month: _____ Year: _____ School/District: _____

Mentor Name: _____ Mentor Signature: _____

Mentee Name: _____ Mentee Signature: _____

Principal Name: _____ Principal Signature: _____

Total Number of Mentoring Hours This Month: _____

<u>Date</u>	<u>Time</u> From: To:	<u>Description of Activities</u>	<u>Total</u> <u>Time</u>