

**Department of Human Resources  
Mentor Application**



**Section I**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Primary Supervisor: \_\_\_\_\_ Program/Grade Level: \_\_\_\_\_

Location(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of years at BOCES in your certified/classified position: \_\_\_\_\_

Have you been awarded your permanent status by SW BOCES?  Yes  No

In what area? \_\_\_\_\_

Have you been awarded tenure by SW BOCES?  Yes  No

In what area? \_\_\_\_\_

Have you requested a letter of recommendation and provided your supervisor with Section V to complete as part of your application process?

Yes  No

**The Questionnaire in Section V, along with a letter of recommendation from your current Director or Supervisor, are to be submitted directly to Suzanne Doherty in a sealed envelope.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section II**

1. Please provide specific evidence of continued development in your profession during the last two years. (Applicants are encouraged to forward hard copies of their MLP record to Suzanne Doherty at SWBOCES Human Resources.)

2. List the programs in which you have worked. Please be as specific as possible.

GRADE LEVEL TAUGHT	WHEN/ HOW LONG	POPULATION CHARACTERISTICS	LOCATION

**Section III**

1. What special skills and/or interests do you have that would be beneficial to your mentee or to the mentor/mentee process?

**Section IV**

1. Please provide an example of how you have differentiated instruction to meet the needs of all students.

## **Section V**

1. How have you integrated technology to enhance the learning environment for you students?  
Please be as specific as possible.

## **Section VI**

1. What have you done to ensure a needs fulfilling connected learning environment? For example, classroom management strategies, behavioral supports, de-escalation techniques, Positive Behavioral Intervention and Support (PBIS), etc...

## **Section VII**

1. Why do you want to become a mentor?

**Return to:**  
**Suzanne Doherty**  
**SW BOCES**  
**17 Berkley Drive**  
**Rye Brook, NY 10573**  
[suzanne.doherty@swboces.org](mailto:suzanne.doherty@swboces.org)

**Applicant's Name:** \_\_\_\_\_

**Supervisor/Director:** \_\_\_\_\_

**Section VIII To be completed by your Supervisor or Director**

**There is no single "ideal profile," but staff members who possess many of these qualities are likely to serve well as mentors.**

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Does the applicant meet the following attributes? Indicate by circling one for each item.

	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1
1. Is a good listener and respected by colleagues	5	4	3	2	1
2. Is sensitive to the needs and feelings of others	5	4	3	2	1
3. Is confident and secure in their knowledge of the field and makes an effort to remain up-to-date	5	4	3	2	1
4. Is eager to contribute to the professional development of others	5	4	3	2	1
5. Is able to support and help without micromanaging	5	4	3	2	1
6. Sets high standards for him/herself and students	5	4	3	2	1
7. Uses a variety of teaching methods and tries to match them to students' needs	5	4	3	2	1
8. Others look to him/her for information about their subject matter or educational strategies	5	4	3	2	1

Please also provide a letter of recommendation. This form and letter must be forwarded to Suzanne Doherty, Director of Human Resources, in order to complete the Mentor application.

### Mentor Applicant Rubric

Applicant Name: \_\_\_\_\_

Reviewer's Score: \_\_\_\_\_

Average Score: \_\_\_\_\_

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>SECTION I Recommendation letter</b>	Positive recommendation letter with evidence cited	Positive recommendation letter	Verbal positive recommendation and written en-route	Mixed recommendation	Letter not received
<b>SECTION II Professional Development</b>	Attended 4 or more PD activities, variety of PD, three or more were not mandated	Attended 4 or more PD events, all similar. Two or more were not mandated	Attended 3 PD events. One or more was not mandated	Attended less than 3 PD activities. PD was listed was mandated, i.e. Superintendent's Conference Day	No PD listed
<b>SECTION III Special Skills or Interests</b>	2+ specific skills and interested relevant to adult learning or mentoring or BOCES population	1+ specific skills and/or interest	Specific skills and interests unrelated to mentoring, BOCES population, or adult learning	No specific skills and/or interests	Answer unrelated to question or no answer
<b>SECTION IV Differentiated Instruction</b>	Provided specific example of differentiated instruction to meet all populations	Provided general overview of differentiated instruction	Specific example for 1 population provided	General examples for 1 population	No differentiation evident
<b>SECTION V Technology Integration</b>	Detailed examples of technology integration suitable for all students	One specific example of technology integration provided	General example(s) of technology integration	General statement regarding technology integration	No technology integration evident
<b>SECTION VI Connected Learning Environment</b>	Provided specific examples	Provided general examples	Provided a supporting statement	Reasons poorly explained	No response
<b>SECTION VII Why do you want to be a mentor?</b>	3 reasons clearly explained	2 reasons clearly explained	1 reason clearly explained; 2+ reasons, poor explanation	Reasons poorly explained	Answer unrelated to question
<b>SECTION VIII Ideal profile completed by Supervisor</b>	7+ answers "agree" or "strongly agree"	5 answers "agree" or "strongly agree"	3 answers "agree" or "strongly agree"	2 answers "agree" or "strongly agree"	1 answer "agree" or "strongly agree"



## **Mentor Expectations**

- Minimum of 30 hours per year
- 5 days of shared release opportunities during the school year:
  - ✓ “At a minimum, the mentoring activities will be at least 30 hours per year. Each mentor and a new teacher shall share five release days (full) during the school year. These release days must be taken in half or full day increments.”
  - ✓ The shared days are not meant to BE the mentoring experience, they are meant to ENHANCE the mentoring experience.
  - ✓ Professional development attendance, outside of the mandated attendance required by your supervisor and/or the BOCEs organization, can be counted toward your mentoring experience. If both mentor and mentee attend, then that will be logged as time taken against the 5 day release time. For example, if both mentor and mentee attend a half-day professional development, then that time equates to ONE full day.
  - ✓ Your supervisor must approve requested release time at least 5 days in advance to allow time for coverage and management. Requested release time must be logged on AESOP. Exception will be considered on a case-by-case basis.
  - ✓ The home base employee must notify the supervisor of the site of the impending visit. Visiting guests must sign in.
  - ✓ Please make every effort to rotate your release time so that your students are not without your valuable presence on a consistent basis.
- Mentors are required to maintain and submit a record of activities and times (signatures required) to the Assistant Director of Professional Development by June 1<sup>st</sup> of that academic year.
  - ✓ Face-to-face meetings, phone conversations and joint learning experiences (classrooms visitations, visits to programs, planning time, etc.) are appropriate while fulfilling the 30 hour minimum. Emails cannot be used toward the mentoring hours.
- The record becomes part of the personnel file of the new teacher.
- There is no mileage reimbursement for mentors or mentees.