



**MOUNT PLEASANT  
CENTRAL SCHOOL DISTRICT  
2016-17 MENTORING PROGRAM**

## **MOUNT PLEASANT CENTRAL SCHOOL DISTRICT 2016-17 MENTORING PROGRAM**

### **Program Goals**

The goals of the Mount Pleasant Central School District's mentoring program are to contribute to the achievement and well being of teachers and students by:

- Supporting new teachers as they are inducted into the school and community,
- Providing professional development activities that strengthen the performance of teachers who are new to the district,
- Establishing forums for teachers who are new to the district to share their educational insights with established staff members, and
- Fostering a professional community that values continuous improvement.

### **Program Design**

The district's mentoring program ensures that:

- the design of the program promotes the attainment of the goals for the program,
- individual mentors and school-based mentoring teams are prepared to fulfill their roles,
- a meeting of all mentors and mentees is held once per semester at the building,
- adequate time is allocated to the program,
- a semi-annual needs assessment of mentors and their mentees is conducted, and
- the design of the program is evaluated annually and revised as needed.

### ***District-based Mentoring Meetings***

District-based mentoring meetings will be held at the discretion of the Director of Curriculum and Instruction and will be presented in collaboration with a representative of the MPTA Leadership team. At the first District-level mentoring meeting, teachers will be asked to identify topics for future meetings in an effort to best meet the needs of the new teachers in any given year.

Topics to be discussed during District-based mentoring meetings may include:

- District-level goals and initiatives
- Common challenges experienced by teachers who are new to the profession or new to the District
- Reflection activities (analyzing student performance information and student work, etc.)
- Parent/teacher relationships
- Professionalism (establishing a professional identity, making a commitment to lifelong learning, setting high expectations for self and students, etc.)

### ***School-based Mentoring Meetings***

School-based mentoring meetings will be held at the discretion of the building principal, but at least one meeting will be held each semester. Topics to be discussed during school-based mentoring meetings include:

- Curriculum and instruction (instructional strategies, curriculum design, lesson planning, etc.)
- Professional challenges (goal-setting, problem-solving, etc.)
- Reflection activities (analyzing student performance information and student work, etc.)
- Management topics (staff evaluation procedures, purchase orders, attendance policies, time management tips, etc.)
- Parent/teacher relationships (communicating curricular expectations, discussing student progress, writing reports, etc.)
- Professionalism (establishing a professional identity, making a commitment to lifelong learning, setting high expectations for self and students, etc.)

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In addition, the school-based mentoring meetings will:

- assist teachers who are new to Mount Pleasant in creating an entry plan (classroom visitations, attendance at faculty advisory team meetings and other school committee meetings, observation of professional development plans, etc.)
- design the summer orientation program for teachers who are new to the district, and
- ensure that systemic supports are provided (e.g. supportive physical environment, manageable class load/extra-curricular responsibilities, released time to visit other teacher's classrooms, etc.).

### ***Curriculum Leaders***

Curriculum leaders will support new staff members by:

- providing new teachers with curriculum maps and other curriculum materials (e.g. benchmarks, rubrics, examinations used in past years, state standards documents, state examination results, etc.),
- assisting in using these documents to design and manage instruction,
- assisting in annually updating curriculum maps and designing new curriculum materials, and
- assisting in the development and management of a budget.

### ***Administrators***

The administrative staff will support new staff members and the mentoring program by:

- attending district-based mentoring team meetings,
- monitoring teaching responsibilities so that new staff members are given a balanced assignment of classes (e.g. students with learning differences/behavioral issues will be equitably assigned to new and established staff members),
- when possible, placing mentors and mentees in close proximity,
- meeting with new teachers early in the school year to describe the supervisory/evaluation/tenure process,
- visiting the classrooms of new staff members and providing informal feedback, and
- providing assistance with curriculum-related matters in the absence of an appointed Curriculum Leader.

### ***Consultants***

Consultants both from within (school psychologists, guidance counselors, teachers with expertise in classroom management, etc.) and from outside the district (e.g. subject area specialists, technology experts, etc.) provide additional support for non-tenured teachers.

Building principals may request funding to hire consultants for the mentoring program by submitting a proposal to the Director of Curriculum and Instruction.

### ***One-to-One Mentoring***

Individual mentors will be provided for the period of one year for all teachers who are new to the profession and new to the district. In addition, the building principal will have the option of assigning one-to-one mentors to other new staff members or a veteran staff member when a need is identified. The function of these mentors will be to supplement, not supplant, the district's mentoring programs with a minimum of 45 minutes per week of one-to-one mentoring. These sessions will address:

- curriculum (e.g. scope and sequence of course, assessments, etc.),
- classroom management, and
- instructional strategies.

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Individual mentors have a non-supervisory, non-evaluative role. Individual mentors will be paid a stipend/honorarium in the amount of \$500.00 for each teacher that they mentor.

Both mentors and mentees will submit logs on a monthly basis through My Learning Plan. These logs will contain meeting date(s) and topics addressed.

Building principals in collaboration with the Director of Curriculum and Instruction interview, select and match individual mentors with their mentees. Every effort will be made to pair each new staff member with a mentor who shares a similar teaching assignment.

Mentors will be selected based on the following criteria:

- The applicant is a tenured teacher in the Mount Pleasant School District.
- The applicant is willing to attend mentor district- and building-level seminars during their tenure as a mentor.
- The applicant is willing to meet with their mentee outside the school day.
- The applicant has demonstrated exceptional skill in developing curriculum and designing instructional strategies.
- The applicant is committed and qualified to helping new staff members achieve the mentoring program goals.

All other qualifications being equal, preference for mentor/mentee partners will be given to teachers who teach the same subject area and/or grade level. The building principal in collaboration with the Director of Curriculum and Instruction has the authority to disband unsuccessful mentor/mentee partners.

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*Calendar of Suggested Topics for Mentor-Mentee Meetings*

<b>SEPTEMBER</b>		
<b><i>ELEMENTARY SCHOOLS</i></b>	<b><i>MIDDLE SCHOOL</i></b>	<b><i>HIGH SCHOOL</i></b>
<ul style="list-style-type: none"> <li>• Balancing demands on time</li> <li>• Home-School Connection</li> <li>• Back-to-School Night and Parent/Teacher Conferences</li> <li>• Classroom Management</li> <li>• Student Discipline Procedures</li> <li>• Technology</li> <li>• School/District Committees</li> <li>• Extra-Curricular Opportunities</li> <li>• Supervision/observation and APPR process</li> <li>• Assessment schedule including local and NYS Assessments</li> <li>• Meeting with Special Education/Psychology staff to discuss I.E.P.s/student profiles, CST process and student services</li> <li>• Relationships with support staff (special education, psychologists, curriculum leader)</li> <li>• Field Trip procedures</li> <li>• Sick/Personal Days Procedures</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Balancing demands on time</li> <li>• Home-School Connection</li> <li>• Back-to-School Night and Parent/Team Conferences</li> <li>• Classroom Management</li> <li>• Student Discipline Procedures</li> <li>• Technology</li> <li>• School/District Committees</li> <li>• Extra-Curricular Opportunities</li> <li>• Supervision/observation and APPR process</li> <li>• Assessment schedule including local, NYS Assessments and Regents</li> <li>• Meeting with Special Education/Psychology staff to discuss I.E.P.s/student profiles, CST process and student services</li> <li>• Relationships with support staff (guidance counselors, special education, grade-level team, psychologists, curriculum leader)</li> <li>• Grading and other “hot” issues</li> <li>• Field Trip procedures</li> <li>• Sick/Personal Days Procedures</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Balancing demands on time</li> <li>• Home-School Connection</li> <li>• Back-to-School Night</li> <li>• Classroom Management</li> <li>• Student Discipline Procedures</li> <li>• Technology</li> <li>• School/District Committees</li> <li>• Extra-Curricular Opportunities</li> <li>• Supervision/observation and APPR process</li> <li>• Assessment schedule including local, NYS Regents, AP, PSAT, SAT and ACT exams</li> <li>• Meeting with Special Education/Psychology staff to discuss I.E.P.s/student profiles, CST process and student services</li> <li>• Relationships with support staff (guidance counselors, special education, grade-level team, psychologists, curriculum leader)</li> <li>• Grading and other “hot” issues</li> <li>• The Senior Experience</li> <li>• Field Trip procedures</li> <li>• Sick/Personal Days Procedures</li> <li>• Other topics identified by the mentor or mentee</li> </ul>

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<b><i>OCTOBER</i></b>		
<b><i>ELEMENTARY SCHOOLS</i></b>	<b><i>MIDDLE SCHOOL</i></b>	<b><i>HIGH SCHOOL</i></b>
<ul style="list-style-type: none"> <li>• Classroom management</li> <li>• Student discipline procedures</li> <li>• Child Study Team</li>   <li>• Parent conferences</li>   <li>• Library/Computer labs</li> <li>• Publishing center</li>         <li>• Professional development opportunities</li>   <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom management</li> <li>• Student discipline procedures</li> <li>• Child Study Team</li>   <li>• Progress reports/first quarter grades</li>   <li>• Library/Computer labs</li> <li>• Technology (posting assignments, curriculum integration, support staff, maintenance)</li>       <li>• Professional development opportunities</li>   <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom management</li> <li>• Student discipline procedures</li> <li>• Child Study Team</li>   <li>• Progress reports/first quarter grades</li> <li>• Warnings/deficiencies</li>   <li>• Library/Computer labs</li> <li>• Technology (posting assignments, curriculum integration, support staff, maintenance)</li>   <li>• College/Summer/Special Program Recommendations</li>   <li>• Professional development opportunities</li>   <li>Other topics identified by the mentor or mentee</li> </ul>

<b><i>NOVEMBER</i></b>		
<b><i>ELEMENTARY SCHOOLS</i></b>	<b><i>MIDDLE SCHOOL</i></b>	<b><i>HIGH SCHOOL</i></b>
<ul style="list-style-type: none"> <li>• Time management</li> <li>• Holiday celebrations</li> <li>• Assessment schedule including local and NYS Assessments</li> <li>• Parent communication regarding report cards and student progress</li> <li>• Visiting colleagues' classrooms</li> <li>• Budget Preparation</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Time management</li> <li>• Holiday celebrations</li> <li>• Assessment schedule including local and NYS Assessments</li> <li>• Parent communication regarding report cards and student progress</li> <li>• Visiting colleagues' classrooms</li> <li>• Budget Preparation</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Time management</li> <li>• Holiday celebrations</li> <li>• Assessment schedule including local and NYS Assessments</li> <li>• Parent communication regarding report cards and student progress</li> <li>• Visiting colleagues' classrooms</li> <li>• Budget Preparation</li> <li>• Other topics identified by the mentor or mentee</li> </ul>

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<i><b>DECEMBER</b></i>		
<i><b>ELEMENTARY SCHOOLS</b></i>	<i><b>MIDDLE SCHOOL</b></i>	<i><b>HIGH SCHOOL</b></i>
<ul style="list-style-type: none"> <li>• Holiday celebrations</li> <li>• Concert Schedules</li> <li>• Mid-year Assessments</li> <li>• Progress/Concerns with Supervision/Observation and APPR process</li> <li>• Mid-year self-reflection/goal setting</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Holiday celebrations</li> <li>• Concert Schedules</li> <li>• Mid-terms</li> <li>• Progress/Concerns with Supervision/Observation and APPR process</li> <li>• Mid-year self-reflection/goal setting</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Holiday celebrations</li> <li>• Concert Schedules</li> <li>• Mid-terms</li> <li>• Progress/Concerns with Supervision/Observation and APPR process</li> <li>• Placement recommendations</li> <li>• PSAT, SAT II reviews</li> <li>• Mid-year self-reflection/goal setting</li> <li>• Other topics identified by the mentor or mentee</li> </ul>

<i><b>JANUARY</b></i>		
<i><b>ELEMENTARY SCHOOLS</b></i>	<i><b>MIDDLE SCHOOL</b></i>	<i><b>HIGH SCHOOL</b></i>
<ul style="list-style-type: none"> <li>• Education Foundation Grants</li> <li>• Mid-year Assessments</li> <li>• Visiting colleagues' classrooms</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Education Foundation Grants</li> <li>• Midterms Procedures</li> <li>• Visiting colleagues' classrooms</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Education Foundation Grants</li> <li>• Midterms Procedures</li> <li>• January Regents</li> <li>• Visiting colleagues' classrooms</li> <li>• Other topics identified by the mentor or mentee</li> </ul>





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<i><b>MAY</b></i>		
<i><b>ELEMENTARY SCHOOLS</b></i>	<i><b>MIDDLE SCHOOL</b></i>	<i><b>HIGH SCHOOL</b></i>
<ul style="list-style-type: none"> <li>• End of Year Assessments</li> <li>• End of Year Celebrations and Activities</li> <li>• Grading/Report Cards</li> <li>• Placement procedures</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation for Finals</li> <li>• End of Year Celebrations and Activities</li> <li>• Grading/Report Cards</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation for Finals</li> <li>• End of Year Celebrations and Activities</li> <li>• Grading/Report Cards</li> <li>• Other topics identified by the mentor or mentee</li> </ul>

<i><b>JUNE</b></i>		
<i><b>ELEMENTARY SCHOOLS</b></i>	<i><b>MIDDLE SCHOOL</b></i>	<i><b>HIGH SCHOOL</b></i>
<ul style="list-style-type: none"> <li>• End of Year Procedures</li> <li>• Self-Reflection</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Procedures</li> <li>• Self-Reflection</li> <li>• Other topics identified by the mentor or mentee</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Procedures</li> <li>• Self-Reflection</li> <li>• Other topics identified by the mentor or mentee</li> </ul>