

# South Brunswick Township Public Schools



**MIDDLESEX COUNTY**

**District  
Local Mentor Plan**

**2015-2016**

**Submitted by:  
South Brunswick School District**

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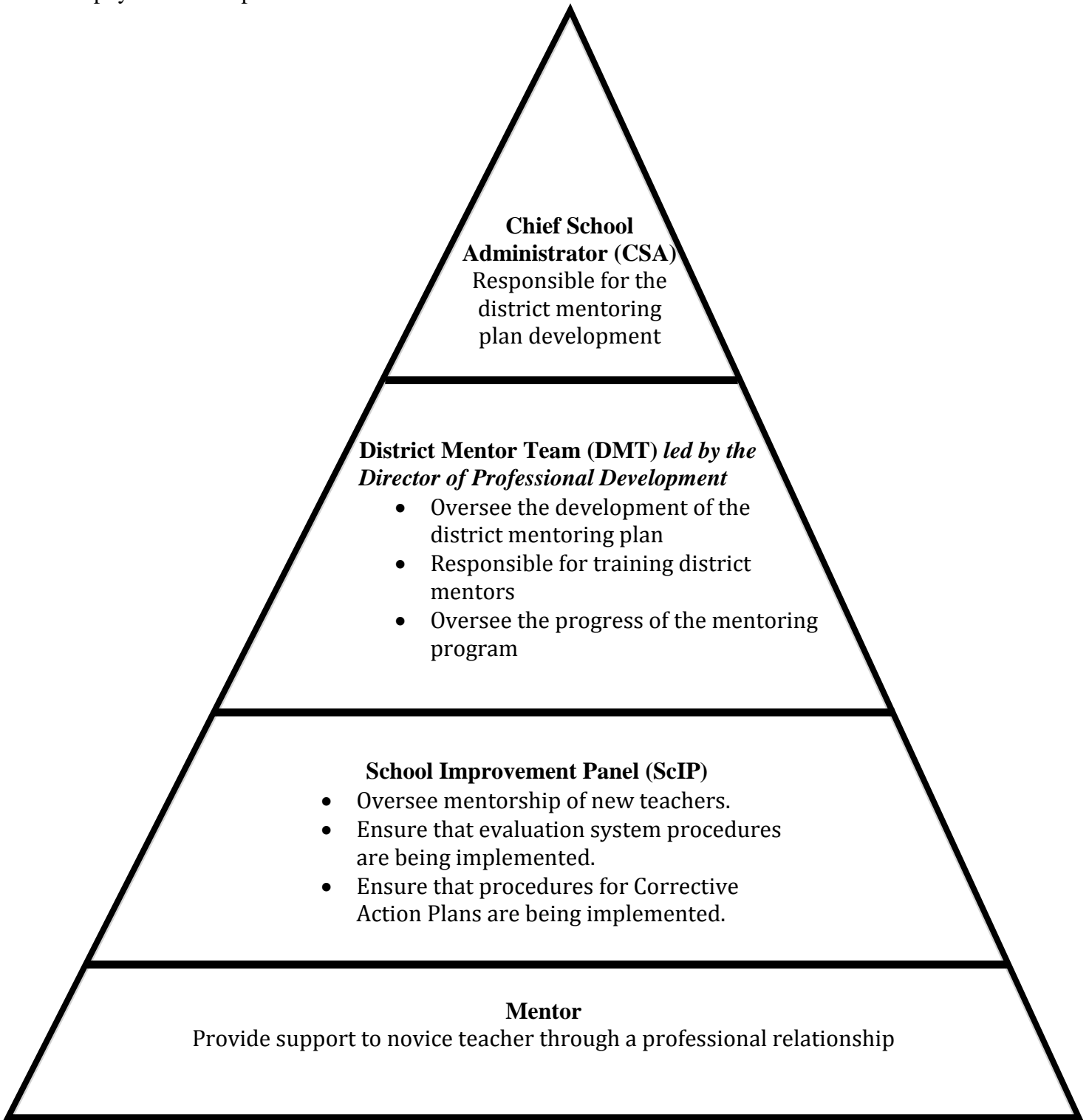
# South Brunswick Township Public Schools

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**Vision and Goals:**

The South Brunswick School District Mentoring Program aims to create a collaborative and supportive professional learning community that empowers teachers to create an environment that promotes intellectual challenge, creativity, social and emotional growth and the healthy physical development of each student.



## ***Mentor Selection, Training, and Payment***

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### ***Guidelines for Selection***

Mentors are selected at the school level based on the following criteria:

- Demonstrates a record of success in the classroom;
- Earned a summative rating of Effective or Highly Effective on most recent summative evaluation;
- In cases where summative evaluation is delayed, mentor has earned a rating of Effective or higher on teacher practice instrument (Stronge Model);
- Has at least 3 years of teaching experience, with at least 2 of those years completed within the previous 5 years;
- Experienced within the grade level, content and/or discipline of novice teacher;
- Understands the norms of district, school and community;
- Understands resources and opportunities available and is able to act as a referral source; and
- Is located in the same building when possible

### ***Training***

Mentors are required to attend an in-depth training session before the school year starts or as needed when a new mentor is assigned. A Mentor Handbook is provided to support ongoing mentoring efforts. Training includes:

- The district's teacher evaluation rubric and practice instrument;
- The NJ Professional Standards for Teachers;
- The NJ Core Content Curriculum Standards;
- Classroom observation skills;
- Facilitating adult learning; and
- Leading reflective conversations about practice

### ***Payment***

Mentors must keep logs of contact time with mentees and submit logs to the Office of Professional Development on time. (Date noted on the mentor agreement form-see appendix B. Payment of mentors is overseen by the Office of Professional Development and paid by the district directly to the mentor. Mentor teachers are compensated at the following rates for the 10-month obligation:

- Mentors of standard certificate ~ \$55.00 per month = \$550.00 (plus payment for training)
- Mentors of alternate route teachers ~ \$110.00 per month = \$1,100.00 (plus payment for training)
- School-Based Mentor for Experienced Teacher/s New to District ~
  - 0 teachers – Paid for training only (2 hours hourly pay)
  - 1-3 teachers – Paid for training, plus \$300 for mentoring
  - 4-6 teachers – Paid for the training, plus \$500 for mentoring

## ***Mentor Roles and Responsibilities***

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The following roles and responsibilities were established by former district mentors and novice teachers after reflecting upon their experiences together:

- Model a spirit of professionalism
- Maintain a professional/confidential relationship
- Provide support through empathetic listening and by sharing experiences
- Provide guidance with planning and organizing the classroom and daily schedule
- Share information with novice teachers related to school and district procedures, guidelines, and expectations
- Review appropriate resources personnel and materials
- Lead Novice Teacher in guided self-assessment using the district's teacher practice instrument (suggested twice a year- Fall and Spring)
- Share teaching strategies/information about the teaching process
- Observe the new teacher and provide feedback (suggested)
- Create opportunities for mutual observations and debriefing sessions with the new teacher (suggested)
- Develop a plan to meet on a regular basis and maintain a log of meetings:
  - New Teacher: Once per week for the first 4 weeks and then a minimum of 3 entries per month thereafter.
  - Alternate Route Teacher: Once per week for the first 8 weeks and then accrue 90 hours of mentoring by December 1<sup>st</sup>. (See PD Director for further details)
- Review the section in the Mentoring Handbook on Mentor Training Components with the new teacher
- Meet with new teacher to review portfolio components and expectations
- Attend *End of Year Mentor/New Teacher Celebration* (suggested)

## ***Novice Teacher Training, Roles and Responsibilities***

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### ***Training***

Novice teachers entering their first year of teaching are required to participate in a formal mentoring program over the course of their first year of teaching and additional content training sessions. All new staff must attend New Staffing training their first three years of service. Learning components of New Staff Training in the first year include:

- Introduction to the district community
- New evaluation system training
- Curriculum training aligned to the CCSS
- South Brunswick best instructional practices training
- Mandated Policy Training
- Portfolio procedure training
- Mentor/New Teacher introductions and first meeting

### ***Roles and Responsibilities***

The following roles and responsibilities were established by former district mentors and novice teachers after reflecting upon their experiences together:

- Collaborate with your assigned mentor
- Participate in all training sessions designed for novice teachers throughout the year
- Develop a plan for meeting with your mentor teacher, meeting on a regular basis
- Take the guided self-assessment using the district's teacher practice instrument and share with mentor (suggested twice a year- Fall and Spring)
- Collaborate with your mentor to maintain a log of monthly meetings, initialed by both parties
- Observe your mentor teacher and other effective teachers in your school or those within the district
- Utilize the expertise of supervisors and building principals
- Model a spirit of professionalism
- Seek out your mentor for answers to questions that may arise
- Attend the New Teacher Peer Support Group meetings in the Fall and Winter (suggested)
- Attend *End of Year Mentor/New Teacher Celebration* (suggested)

**Action Plan Implementation**

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Yearly Mentor Action Plan/Implementation

<b>Date</b>	<b>Description</b>
June	Update the Mentor Plan, Handbook and contract to meet ACHIEVENJ regulations
July	District Mentor Trainer Meeting to update committee responsibilities and plan for mentor training
August	Mentor Training (2 Hour) with “Getting to Know You” luncheon with New Teachers
September	Mentor Training Make up Session
Fall	Mentor training as needed throughout district (2 Hour)
October	Email communication from PD Director to Mentor Trainers who will then forward to mentors. Include reminder about Mentor Support Meeting & self-assessment
November	Mentor Support Meeting
January	Email communication from PD Director to Mentor Trainers who will then forward to mentors. Include reminder about self-assessment
April	Email communication from PD Director to Mentor Trainers who will then forward to mentors. Invite all to the End of Year Celebration
May	End of Year Mentor/ New Teacher Celebration
June	District Mentor Trainer Meeting to update committee responsibilities, do an annual review of Mentor Plan and plan for following year mentor training

## ***Funding Resources***

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Annually, the South Brunswick Board of Education generously budgets approximately \$31,000.00 to support the mentor program. Mentor teachers are compensated at the following rates for the 10-month obligation:

- Mentors of standard certificate ~ \$55.00 per month = \$550.00 (plus payment for training)
- Mentors of alternate route teachers ~ \$110.00 per month = \$1,100.00 (plus payment for training)
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The district budget also supports compensation for extended day training and support materials for oversight of the program by the Director of Professional Development.