

# EASTPORT-SOUTH MANOR CENTRAL SCHOOL DISTRICT

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## ESM Mentoring Guidelines 2018-19

### **Philosophy:**

Mentors are the “go to” person for new teachers. When they don’t even know who to bring a question or problem to, the Mentor is the first person they can see for guidance.

### **Meeting Times:**

1. Mentors meet with participants regularly every 2 weeks before or after school for at least 40 minutes.
2. Additionally, mentors will need to observe their interns over the course of the school year and then meet with that teacher for a post observation conference. NOTE: there is no write up for this observation and no record is kept (findings are **not** shared with administration either verbally or informally).

### **NYSED Mentoring Requirements**

1. The following collaborative support activities may occur:
  - a. Jointly attending essential conferences and workshops.
  - b. Lesson planning and development.
  - c. Implementing technology.
  - d. Becoming familiar with school, department, and district level expectations, policies, and procedures.
2. Mentors and interns will collaboratively maintain an official program log of topics discussed and cumulative hours spent in collaborative activities. The official log must be submitted to the Mentoring Committee by June 1<sup>st</sup> with a copy to be placed in the intern’s personal file. This documentation should act as the necessary mentoring requirement for permanent certification.
3. In addition, the purpose of such logs will be to collect data as the program moves forward and to serve as a foundation for subsequent additions to and alterations of the program.
4. The Official program log will include:
  - a. the name of the professional certificate holder
  - b. his or her certificate identification number
  - c. number of hours completed and the date and locations of the meetings.
5. The records shall be retained by the school district for at least eight years from the date of completion.
6. A Program Coordinator will be recommended by the Mentoring Committee for consideration by the Superintendent and appointed by the Board of Education.
  - a. The Program Coordinator should not be a member of the Mentoring Committee.
  - b. The Program Coordinator will facilitate all program activities.
7. All provisions of this program are subject to the collective bargaining agreement.

## **Expectations:**

1. Mentors and interns will meet formally biweekly outside of the school day to discuss: classroom management, lesson plan design, questioning technique, school policy, content, student assessment, grading practices, grade book protocol, levels of expectation of students and staff, professional development, instructional strategies.
2. Mentors and interns can schedule informal meetings at a mutually agreeable time.
3. The mentor will undertake various roles such as: listener, supporter, advisor, guide, counselor, role model, friend, and nurturer.
4. The intern's roles may include: listener, observer and initiator. In addition, other roles may emerge from the mentoring relationship.
5. The Mentor/Intern ratio will not exceed 1:4.
6. Mentors and interns will meet with Mentoring Committee as required.
7. Mentor Selection Criteria:
  - a. Mentors must be tenured and willing to participate in the program.
  - b. Mentors can be retirees from the district as long as they are active members of the Teachers' Association.
  - c. Evidence of superior teaching abilities and excellence in the teaching.
  - d. Demonstrated his/her mastery of pedagogical and subject matter skills in content area.
  - e. Completion of mentor training.
  - f. Familiarity with the district and school community.
  - g. Given evidence of superior interpersonal relationship qualities and ability to work collegially.
  - h. Evidence of continued development in the profession.
  - i. A willingness to fulfill all roles and responsibilities as described in the Mentor Plan.

## **Training (as available)**

1. BOCES Workshops
2. Employee Assistance Program (EAP)
3. Teacher Centers
4. NYSUT Workshops
  - a. NYSUT will send representatives to the District to train mentors in the responsibilities of the position.
  - b. The District and the ESMTA can choose a date and schedule the workshops with NYSUT.
5. District/or any other workshops deemed appropriate by the Mentoring Committee.

## **Suggested Topics for Discussion for Mentors and Interns.**

### **1. Curriculum**

- a. Lesson Plan Development
- b. Applying State Standards
- c. Weekly Planning
- d. Theme Planning
- e. Homework
- f. Formative assessment development

## **2. Differentiated Instruction**

- a. Meeting the needs of all students
- b. Understanding IEPs

## **3. Lesson Modifications**

- a. Enrichment Activities
- b. Re-teaching Activities
- c. Making difficult concepts concrete
- d. Meeting the needs of the average child
- e. Modifying lessons for children with special needs.

## **4. Classroom Management**

- a. How to handle disruptive students in the classroom
- b. Consistency
- c. PBIS
- d. Parent Phone Calls: what to say and how to say it.
- e. Motivating uninterested students.
- f. Strategies to deal with how students test new teachers.

## **5. Parent Contacts**

- a. Open House
- b. Parent-teacher conferences
- c. Progress reports & Report Cards
- d. Timeliness
- e. Using the phone
- f. Emailing
- g. Face to face meetings
- h. Keeping records
- i. Team approach
- j. Preserving Dignity for parents
- k. Maintaining Respect for yourself and colleagues

## **6. The Teacher Persona**

- a. Dress, attitude
- b. Timeliness
- c. Professionalism
- d. Open House
- e. Social Media

## **7. Certification**

- a. Clarifications
- b. Submission Timelines
- c. Monitoring hours after professional certificate is issued

## **8. Tenure**

- a. Clarification
- b. Acquisition
- c. Limitations of tenure

## **9. Contractual Issues**

- Outlining major responsibilities
- Course approval procedures
- Benefit management
- APPR

