

PROCEDURE 5115: MENTOR TEACHER PROGRAM

The procedures for the annual implementation of the school district's mentor teacher program are as follows:

1. Beginning teachers will be nominated for the program by the personnel director at the time of hire. Beginning teachers are defined as any certificated instructional staff member with 90 or fewer days of classroom teaching experience in either a public or private school, in any grade kindergarten through 12, and who is employed by the district primarily as a classroom teacher for a duration of 90 consecutive days or more.
2. Employees interested in becoming mentor teachers for the following year should make application to their building principal prior to the end of school. A mentor teacher should:
 - a. Whenever possible, teach in the same or related area of concentration as that of the beginning teacher in the same building.
 - b. Have taught for not less than three (3) full years including at least one (1) year in the Bainbridge Island School District.
 - c. Have no noted deficiencies in his/her evaluation for the current year and the two (2) previous years.
 - d. Be assigned to the same level (K-5), (6-8), (9-12) as the beginning teacher.
3. Selection of mentor teachers shall be made by the building principal and a representative appointed by the teachers' association. Whenever a beginning teacher is nominated by the personnel office, the district shall notify the association of that nomination. The association shall immediately appoint a representative for the selection process.
4. The Assistant Superintendent for Instructional Services will monitor the assignment of mentor teachers to ensure that all beginning teachers are assigned a mentor as soon as possible but no later than 30 days following their first contract day.
5. The beginning teacher's principal will monitor the development of the beginning teacher support plan. The plan will include:
 - a. A specific schedule of ongoing meetings between the beginning teacher and their mentor, as well as periodic meetings of the mentor/beginning teacher team with the building principal.

- b. A description of the activities that will occur to ensure the beginning teacher is provided with a comprehensive orientation to the school district's curriculum and instructional program expectations.
 - c. A description of the strategies that will be utilized to ensure that the beginning teacher is provided with appropriate support in the development of both long term and short term instructional goals and lesson plans.
 - d. A classroom visitation/observation plan for the mentor/beginning teacher team.
- 6. Mentor teachers and beginning teachers participating in the Mentor Teacher Program will be compensated according to district established guidelines.
 - 7. Neither the mentor nor the beginning teacher shall in any way participate in the district's performance evaluation of the other, as per the B.I.E.A. contract. No reference will be made in either evaluation to any involvement in the Mentor Teacher Program.
 - 8. In addition to periodic meeting throughout the school year, the building principal will meet with the mentor/beginning teacher team at the conclusion of the school year to evaluate the effectiveness of the individual beginning teacher support plan.
 - 9. Suggestions for the improvement of the Mentor Teacher Program will be made to the Assistant Superintendent for Instructional Services by the beginning teacher/mentor teams and the building principals at the conclusion of each school year.