



Mentor Teacher Program
 Washoe County School District
 Department of Professional Learning
 1150 Matley Lane, Suite 201
 www.washoeschools.net/mentorteach

**SITE FACILITATOR
 APPLICATION**

Site Facilitator Information

Full Name
 (Please Print) _____
 Last First

School/
 Location _____

Teaching
 Profile _____
 Grade Level/Position Years of Teaching

WCSD
 Experience _____
 # of years in district Years at present school

Site Facilitator Qualifications

- Three years of mentoring experience
- Effective classroom management
- Excellent interpersonal skills
- Completion of Foundations of Mentoring training

Number of years matched with a novice teacher: _____

Prior Leadership Role: _____

Job Description: A Site Facilitator provides ongoing support and assistance to all novice teachers and mentors at their school site. The Site Facilitator works closely with the administrator in overseeing the program. In order to serve as a Site Facilitator, the school must have at least 3 teachers who are required to take the *Novice On-Site Seminar*, including newly hired veteran teachers, novice 1st-year teachers, and novice Special Ed teachers. Compensation for performing the duties is two-fold. Part of the compensation is for teaching the 15 hour *Novice On-Site Seminar* and the other part is for coordinating the matches and paperwork of at least 3 "official" mentors and their novice teachers. Official mentors are those who meet weekly with novice teachers and complete all required paperwork on time.

Responsibilities:

- Assists principal in supporting newly hired teachers.
- Communicates weekly with novice teachers and provides ongoing support.
- Collaborates with the Site Mentors and helps to resolve minor issues or concerns that may arise.
- Collects and submits paperwork on time such as applications, contact logs, needs assessments, etc., for at least 3 official mentors. For these duties, and those above, the compensation is 1 inservice credit.
- Attends the fall and spring Site Facilitator meetings, as well as advanced training such as *Observation and Feedback*.
- Teaches the 15 hour *Novice On-Site Seminar* and does web attendance for the compensation of 1 inservice credit or \$560.

SITE FACILITATOR

I understand the job description and the responsibilities of a Site Facilitator. I agree to meet these responsibilities for the full school year. I understand the confidential and non-evaluative nature of the relationship among teachers in the Mentor Teacher Program

 Signature

 Date

PRINCIPAL

I support this teacher's request to become a Site Facilitator. I understand the confidential and non-evaluative nature of the relationship among teachers in the Mentor Teacher Program.

 Signature

 Date

Return completed form to the Mentor Teacher Program at 1150 Matley Lane, Suite 201.