



Mentor Teacher Program

Washoe County School District
Department of Professional Learning
Matley Lane, Suite 201
www.washoe.k12.nv.us/mentorteach

Induction and Mentoring Program Summary

Consulting Teachers

- Meet weekly with the novice teacher
- Conduct formative assessment with focus on the four standards
- Observe novice teacher and give feedback
- Analyze student work with the novice teacher
- Accompany the novice teacher on visits to other classrooms

Principals

- Share expectations with the novice and the consulting teacher
- Provide novices with additional support as needed
- Select and supervise a site facilitator
- Provide time for planning, observing and conferencing

Site Facilitators

- Three years of mentoring experience and completion of *Foundations of Mentoring* training
- Assist principal in supporting newly hired teachers
- Communicate weekly with novice teachers and provide ongoing support
- Collaborate with the Site Mentors and help to resolve minor issues or concerns that may arise
- Teach the monthly *Novice On-Site Seminar* and complete the related paperwork and web attendance
- Collect and submit paperwork on time, such as applications, contact logs, leave forms, needs assessments, etc.
- Attend the monthly *Site Facilitator Development Seminar*, as well as advanced training such as *Observation and Feedback Strategies*

Site Mentors

- Three years of successful teaching in the Washoe County School District
- Possess effective classroom management skills and excellent interpersonal skills
- Complete *Foundations of Mentoring*
- Commit to attend further training such as *Observation and Feedback Strategies*
- Meet weekly with the novice teacher
- Complete and submit Contact Logs twice a year



Novice Teachers

- Meet weekly with mentor(s) regarding lesson plans, management, instruction, etc.
- Take sub day(s) to visit other classrooms
- Schedule teaching episodes for mentor(s) to give confidential feedback
- Attend the *Novice On-Site Seminar* at the school site or the *Novice Regional Seminar* at the district level
- Attend New Teacher Academy classes
- Evaluate the program