



## **Mentor Teacher Program**

Washoe County School District  
Department of Professional Learning  
Matley Lane, Suite 201  
[www.washoe.k12.nv.us/mentorteach](http://www.washoe.k12.nv.us/mentorteach)

## **TIPS for Site Administrators**

- Encourage veteran teachers to take *Foundations of Mentoring* and become a mentor.
- Inform novice teachers about the Mentor Teacher Program and the New Teacher Academy.
- Match novice teachers with trained mentors by grade level, subject matter, proximity and personal style.
- Provide time for planning, observing and conferencing.
- Respect the confidentiality of the mentor-novice relationship.
- Lighten the load of novice teachers.
- Encourage novice teachers to take classes designed for them.
- Publicly recognize the efforts of mentors.
- Ask staff members to write down something they are willing to share or have a novice teacher observe. Distribute the list to the novice teachers.
- Do walk-throughs often and early in the year.
- Provide district support for struggling novices early on.
- Contact the Program Administrator to help resolve concerns.
- Share the Phases of First Year Teaching information with the novices: Anticipation, Survival, Disillusionment, Rejuvenation, Reflection and Anticipation.
- Acknowledge their accomplishments throughout the year and at year's end.

**MENTORING MATTERS!**

