



## Mentor Teacher Program

Washoe County School District  
Curriculum & Instruction

380 Edison Way

[www.washoeschools.net/mentorteach](http://www.washoeschools.net/mentorteach)

### 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

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 required to take the *Novice On-Site Seminar*, including newly hired veteran teachers, novice 1<sup>st</sup> year teachers, novice Special Education teachers, and 2<sup>nd</sup> year teachers who did not complete the seminar during their first year.

A Site Facilitator will receive a \$600 stipend at the end of the school year, for the following duties:

- Assisting the school administrator in supporting newly hired teachers.
- Communicating regularly with and providing ongoing support to 1<sup>st</sup> and 2<sup>nd</sup> year teachers.
- Collaborating with the Site Mentors to help to resolve minor issues or concerns that may arise.
- Collecting and submitting appropriate paperwork in a timely manner, including applications, contact logs, needs assessments, etc.
- Attending the fall and spring Site Facilitator meetings.
- Teaching the 15-hour *Novice On-Site Seminar* and submitting web attendance.

#### 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

### SITE FACILITATOR APPLICATION

#### Site Facilitator Qualifications

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

**Return completed form to the Mentor Teacher Program at 380 Edison Way.**