Hobbs Municipal School’s Mentor Program

Mentor/Beginning Teacher Responsibilities Agreement

Successful participation in a mentor program for a minimum of one year is mandatory to advance in licensure from Level I to Level II within the New Mexico 3-Tiered licensure structure. Following are the essential requirements and responsibilities of both the mentor and the beginning teacher to be in compliance with state law.

Responsibilities of the Mentor:

* Attend mentor trainings as scheduled throughout the school year.
* Hold scheduled mentor meeting with the beginning teacher.
	+ Weekly for the first nine weeks.
	+ Bi-weekly for the second nine weeks.
	+ Monthly for the third and fourth nine weeks.
* Plan, observe and give feedback to the new teacher from two scheduled observations.
* Serve as a role model in all aspects of the teaching profession.
* Demonstrate best practices in mentor’s own classroom.
* Share resources.
* Engage the beginning teacher in reflection about their practice.
* Support the beginning teacher and provide perspective when needed.
* Be positive and provide emotional support.
* Help with problem solving for curriculum, planning, instruction, management and discipline problems.
* Guide the beginning teacher to familiarity with District/Building procedures.
* Demonstrate a sincere commitment to the Mentor Program and a willingness to support it.
* Maintain confidentiality with the beginning teacher.
* Assist beginning teacher in scheduling observations.
* Based on the beginning teacher’s needs, identify areas for support.
* Meet documentation deadlines of the mentor program.

Responsibilities of the Beginning Teacher:

* Attend Beginning Teacher trainings as scheduled throughout the school year.
* Participate in District New Teacher In-service.
* Hold scheduled mentor meeting with the beginning teacher.
	+ Weekly for the first nine weeks.
	+ Bi-weekly for the second nine weeks.
	+ Monthly for the third and fourth nine weeks.
* Observe best practices in other teacher’s classrooms a minimum of one full school day.
* Plan and set goals with your mentor.
* Initiate contact with your mentor when needed.
* Be open to suggestions.
* Contribute ideas to solutions.
* Be able to discuss failures as well as successes.
* Maintain confidentiality with mentor.
* Communicate your concerns/problems.
* Work toward demonstrating professional success.
* Complete Beginning Teacher Report of Mentor.
* Meet documentation deadlines of the mentor program.

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Mentor Name (Print) Signature Date

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Beginning Teacher Name (Print) Signature Date