**New Teacher Shaker Mentor Program 2016-2017**

**Mentor Responsibilities/Essential Agreements**

Shaker Mentors for New Teachers and Support Teachers are expected to do the following:

1. Shaker Mentors and New Teachers will attend the following District Coordinated New Teacher Shaker Mentor Program meetings in the year.

**Monday, August 8, 2016 10:15am-3:30 pm** Mentor Orientation/Lunch/Time with New Teachers in

High School Upper Cafeteria

**Friday, August 12, 2016 from 8:30am to 3:30pm** with New Teacher in home building

**Monday February 6, 2017 from 4:30pm to 6:30pm** Mentors and New Teachers in High School

Upper Cafeteria

1. Each Shaker Mentor will meet with their New Teacher for at least 2 hours every month for a minimum of 18 hours in the year. These 18 hours are in addition to the New Teacher Mentor Program meeting times stated in item 1 above.
2. Each Shaker Mentor will complete two **New Teacher Shaker Mentor Program Checklists** provided by the Lead Mentors with their New Teachers. Checklists will be submitted to the appropriate Lead Mentor by the announced deadlines through the year.
3. Shaker Mentors are strongly encouraged to also be the Resident Educator Mentor for their New Teacher if the New Teacher currently holds a Resident Educator License.
4. Each Mentor can conduct a **Collaborative Observation** of the New Teacher, preferably before the first OTES evaluative observation, and give feedback to the New Teacher preferably in the frame of the OTES rubric. Release time is authorized for this activity (Contact Darlene Bushley to schedule). Resident Educator Mentors will conduct this observation using the Resident Educator (RE) Program format. **Note:** RE Mentor responsibilities may change due to changes in ODE requirements.

Mentors for Nurses, Counselors, Psychologists, and other non-Teachers are expected to do the following:

1. Attend the District-Coordinated New Teacher Shaker Mentor Program Orientation meeting on Monday, August 8, 2016 from 10:15am to 3:30pm in High School Upper Cafeteria (**Note:** Mentors will arrive later in the morning at this orientation). Although not required, you and your mentee can attend the additional District-Coordinated New Teacher Shaker Mentor Program meetings listed in 1 above.
2. Complete your designated mentoring hours with new mentee and submit a log of meeting dates, times, and topics to the lead mentors when the mentoring hours have been met by **Mon. May 15, 2017**. You may use the same log sheet supplied to new teacher mentors.

By signing below you agree to the above stated responsibilities of a mentor in the New Teacher Shaker Mentor Program. Mentors not meeting the above requirements may have a reduction in stipend payout.

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Shaker Mentor Name (print)                             Signature                                                       Date