

## School Based Mentoring Plan 2008-2009

*Preliminary plans are due August 15, 2008. Plans may be completed online at <https://www.nycenet.edu/offices/DHR/ntims>*

<i>Steps to Take...</i>	<i>Questions to Ask...</i>	<i>When Completing Your Mentoring Plan</i>
<p><b>Read Principals' Guide to Implementing School Based Mentoring</b></p>	<p><b>Read Memorandum of Agreement on School Based Mentoring</b></p>	<p><b>Ask Clarifying Questions of your LIM or the Office of New Teacher Induction</b></p>
<p><b>New Teachers' Needs</b> <i>Summarize the perceived initial needs of your new teachers</i></p>	<p><b>Selection of Mentors</b> <i>What strategies and rationale(s) are you using to guide your selection of mentors?</i></p>	<p><b>Mentor Matches</b> <i>What strategies are you using to determine mentor/new teacher matches?</i></p>
<p><b>Time for Mentoring</b> <i>What time are you building during the school day for mentor and new teacher to meet? Will any portion of the mentoring occur outside of the regular work day?</i></p>	<p><b>Mentoring Activities</b> <i>What types of activities will occur during the mentoring experience?</i></p>	<p><b>Lead Instructional Mentor</b> <i>What time will you make available for the LIM to meet with your school based mentors?</i></p>
<p><b>Quality Mentoring Rubric Draft</b> <i>Set quality goals for your mentoring program using the Quality Mentoring Rubric</i></p>	<p><b>Beyond Mentoring</b> <i>Besides mentoring, what other supports will you provide for your new teachers?</i></p>	<p><b>Evaluation</b> <i>What data will you use to determine the impact of your mentoring program?</i></p>

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<b>1- School Information</b>	
<i>School</i>	
Principal	
Principal's email	
School DBN#	
Grades Served	
School Support Organization	
Lead Instructional Mentor	
# Students	
# Teachers	
# New Alt Cert Teachers <small>(Fellows, TFA, etc.)</small>	
Total # New Teachers <small>(Mandated for Mentoring including alt certs)</small>	

<b>2- New Teacher Induction Committee<sup>1</sup></b>	
<i>Name</i>	<i>Position</i>
	<i>Principal</i>
	<i>Chapter Leader</i>

<b>3- Basic Mentoring Model Selected</b>	
<i>Model</i>	<i>Check All That Apply</i>
Classroom Teacher Based	
Coach / Staff Developer Based	
Lead Teacher Based	
Full Time School Based Mentor	
Mentor Shared Between Schools	
F- Status Teacher <sup>2</sup>	
<i>Other:</i>	

<b>4- Finding Time for Mentor &amp; New Teacher to Meet</b>	
<i>Strategy</i>	<i>Check All That Apply</i>
Use of Out of Classroom Staff	
Use of Released Time for Classroom Teachers	
Use of Professional Period (Circular 6)	
Use of Per Session	

<b>5- Duration</b>	
<i># Periods each New Teacher Meets with Mentor Per Week</i>	<i>Check</i>
2 Periods <small>(minimum)</small>	
3 Periods	
4 Periods	
Other	

<sup>1</sup> Each school will have a New Teacher Induction Committee (NTIC) comprised of a principal or designee, chapter leader or designee; teachers; and representatives of constituency groups. A majority of the members of the NTIC shall be teachers.

<sup>2</sup> F"-Status teachers may only be used in instances where the school cannot provide appropriate internal mentor matches.

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New Teacher	License	Mentor	Returning SBM Yes / No	License	School Assignment (Classroom teacher, Coach, etc.)	# of Periods Per Week
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

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