



## Mentor Program

### NOMINATION FORM FOR MENTORS

#### Goal of Mentor Program:

To support the professional development of interested adult educators by matching them with designated mentors, who are masterful teachers in the field of adult education in specific instructional areas (math, English as a second language, writing, learning disabilities, technology, and reading), who will be available for ongoing support, feedback, and sharing of resources to other teachers seeking more training and support in these areas. The Professional Development Team will consider nominations for mentors that cover teaching areas not mentioned above.

#### Method:

Mentors will serve as role models, allowing mentees to observe their classes, and observing mentee classes with constructive feedback and resources. Mentors will be available to teacher mentees monthly, through email, phone and in-person contacts, will occasionally visit mentee sites, and could offer training to center staff as requested and arranged.

#### Qualifications:

- Possess a clear enthusiasm for adult education.
- Demonstrate the ability to work effectively with learners of various ages, levels and interests.
- Demonstrate the ability to engage participants in active learning and to connect classroom activities to real-life applications.
- Have a good record of student retention.
- Be knowledgeable about relevant content and how to teach in an adult education setting.
- Use lesson plans effectively.
- Understand how to develop curriculum with standards-based elements for assessment.
- Be able to plan instructional activities that keep students engaged, and respond to multiple intelligences and special needs.
- Demonstrate respect for learners and the ability to work collaboratively and constructively with peers.

#### Compensation:

Mentors are to be contracted up to 30 total hours each in FY 09 (January 2009- June 2009), and paid a stipend as compensation for this work to occur on their personal time.

Stipend Rate: \$20 per hour, plus mileage reimbursement of up to 350 miles for the period from January 2009- June 2009 (.585/mile).

Mentees do not receive a stipend for their participation.

MENTOR NOMINATION FORM  
Due December 1, 2008

Center \_\_\_\_\_

I am nominating the following teacher to serve as a teacher mentor in the Vermont AEL Teacher Mentor Program \_\_\_\_\_

Telephone (center #): \_\_\_\_\_ (home #): \_\_\_\_\_  
Email: \_\_\_\_\_

Please describe nominee's experience teaching in adult education, and how the nominee meets the qualifications for mentors:

Areas of expertise, please check and indicate specific levels if appropriate:

- Math    \_\_\_ Basic/Beginner    \_\_\_ Intermediate    \_\_\_ Advanced    \_\_\_ Learning Disabilities
- Writing    \_\_\_ Basic/Beginner    \_\_\_ Intermediate    \_\_\_ Advanced    \_\_\_ Learning Disabilities
- Reading    \_\_\_ Basic/Beginner    \_\_\_ Intermediate    \_\_\_ Advanced    \_\_\_ Learning Disabilities
- ESOL    \_\_\_ Basic/Beginner    \_\_\_ Intermediate    \_\_\_ Advanced    \_\_\_ Learning Disabilities
- Learning disabilities
- The use of technology in instruction
- Other \_\_\_\_\_

(please specify)

Please state the reasons that this nominee should be considered for a mentor position:

Any further comments?

\_\_\_\_\_  
(Signature of center manager)

\_\_\_\_\_  
(Date)

Phone:  
Email: