



Mentor Program

GOALS & DESCRIPTION

Goals:

1. Identify a small group of mentors (through a nomination or application process, and selected by the Professional Development Team) in math, reading, writing, ESOL, technology, and learning disabilities. Topics other than these will be considered by the Professional Development Team.
2. Make available a group of masterful teachers who as mentors can respond to questions and share ideas on issues emerging from teachers in the field in their mentor specialty area.
3. Recruit teachers (mentees) to be mentored from at least January 2009- June 2009 through an application process with manager approval, with contact at least once a month.

Mentor Scope of Work:

- Develop a plan for each mentee for the year with the mentee and professional development coordinator.
- Complete a mentor orientation in which roles, scope of work, methodology and expectations are clarified.
- Keep consistent outreach and communication via phone, email, or in person meetings with mentees at least once a month. Offer an average of 2-3 hours of contact, support, and advice per month per mentee.
- Observe mentee teaching at least once per year and offer constructive feedback.
- Provide an opportunity for mentees to observe the mentor's classroom teaching at the mentor's center site.
- Plan and offer short-term, on-site training to local programs if desired by the mentee's center staff, i.e. a visit that includes a 45 minute presentation at a staff meeting on the topic of expertise.
- Communicate quarterly with professional development coordinator to review mentor program, mentee goals, plans, and support needs.

Qualifications for Mentors:

- 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.

Process:

Please note that the mentor program does have limited capacity to accept mentees in FY09 (9 teachers maximum) and the match of a mentee to a mentor is subject to the availability of a mentor in the area of interest. We welcome your applications and the ability to grow this program in the future.

Center managers will be asked to nominate mentors using a nomination form, and people who do not currently work in AEL will be able to apply.

Potential mentors will be contacted by professional development coordinator to discuss program expectations.

Final mentors will be chosen by the Professional Development Team.

Interested mentees will apply to participate in this program with the approval of his/her supervisor.

Mentors will speak with the professional development coordinator for an orientation, to discuss expectations, to match mentors with mentees and develop their plans, and to discuss payment process and other logistics.

Mentor Hours and 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.

Scope of project:

We are looking for 3 mentors to work with up to 3 mentees each, so up to 9 teachers can be selected as mentees this year.

FY09 Timeline:

Mentee applications due on Nov 15, 2008

Mentor nominations/ applications due Dec 1, 2008

Mentors selected in early Dec

Mentees and mentors matched in Dec

Mentoring relationships begin January 1, 2009.