

## Mentor Letter of Commitment

### CCCOE/SMC BTSA Induction Program 2010-2011

#### Mentor Responsibilities

- Complete 7 ½ days of the UC Santa Cruz/New Teacher Center Formative Assessment System Professional Development Training
  - Year 1 = 4 ½ days, Year 2 = 3 Days, Year 3+ = ½ Day
- Attend 3 mentor professional development seminars or Friday mentor seminars during each school year
- Provide weekly, on-site support in the FAS process to each PT you support
- Assist PT(s) in developing an Individual Learning Plan (ILP) based on the California Standards for the Teaching Profession
- Assist PT(s) in developing an Inquiry Action Plan and submitting evidence to document the implementation of Induction Standards 5 and 6 into their classroom practice
- Assist PT(s) in developing and maintaining a portfolio to be used as evidence of the teacher's professional growth activities for the Professional Clear Credential recommendation
- Assist PT(s) in choosing a professional development option and developing and completing a professional development plan, based on the ILP
- Communicate with site and district administrators and district coordinator/liaison regarding program effectiveness, and the formative assessment system
- Be aware of participating teacher's (PT) eligibility for BTSA; refer PT(s) to district/county credential analyst for specific information
- Complete online state BTSA Consent Form (Fall) and state BTSA Survey (Spring)
- Complete program mid year survey
- Attend and fully participate in district BTSA orientation, mid-year review and end of year colloquium
- Attend other events as required by your individual district
- Submit a reflection letter in PT(s) portfolio at the end of each year
- Develop a trusting and reflective professional partnership with PT(s)

*I wish to participate in the CCCOE/SMC BTSA Induction Program. I have read the mentor responsibilities described above and agree to follow them to the best of my ability. I understand that I am responsible for fulfilling the mentor responsibilities including attending the training and seminars and documenting the growth and participation of the PT(s).*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Previous Mentor Experience:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Years** \_\_\_\_\_

**Grade Level(s)/Content(s) Teaching:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**School email:** \_\_\_\_\_ **Home email:** \_\_\_\_\_

**Preferred email for us to use:** **Home:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Mentor Selection Criteria**

- Minimum of three years successful teaching experience in a K-12 assignment
- Possession of California Teaching Credential
- Knowledge of new teacher development
- Knowledge of the state-adopted academic content standards and performance levels for students, state-adopted curriculum frameworks, and the CSTP
- Willingness to participate in professional training to acquire the knowledge and skills needed to be an effective mentor
- Willingness to engage in formative assessment processes and participate in reflective conversations about formative assessment evidence with participating teachers
- Willingness to share instructional strategies and work with participating teachers
- Effective interpersonal and communication skills
- Demonstrated commitment to personal professional growth and learning
- Ability and willingness to be an excellent professional role model

**Benefits of Being a Mentor**

**Being a mentor to new teachers provides the opportunity, through professional development, to:**

- Cultivate leadership development
- Deepen understanding of teaching and learning
- Provide support for new teachers
- Renew and regenerate professional vigor
- Develop skills to facilitate communities of practice
- Increase appreciation for collaboration and reflective practice
- Heighten commitment to the teaching profession
- Receive a source of new ideas about curriculum and teaching
- Validate experience gained over years of teaching
- Participate in rich collegial interactions through continued contact with new teachers
- Earn Saint Mary's College Graduate Semester Units