



MERCER ISLAND SCHOOL DISTRICT #400

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HUMAN RESOURCES

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New Certificated Staff Mentoring Program

Purpose of the Mentor Program

Certificated staff new to the Mercer Island School District are given a mentor for one year (or as appropriate based on their assignment) in order to provide them with the support they need to be successful. A mentor is a colleague, guide, and a source of information. Successful mentors and mentees work to make themselves available to each other in an open, collaborative relationship.

Role of the Mentor

- Orientation to the school – who, when, how (logistical support)
- Orientation to the curriculum including the relevant standards and assessment (or connecting mentee to someone who can do that if mentor is not in same department)
- Coaching and emotional support
- Support formal and informal connections to help build school and community resources
- Facilitate reflection
- Helping with teaching strategies including classroom assessment and use of student data

Expectations for Mentors

Mentors provide both formal and informal support to new staff. Some of it needs to be scheduled to make sure that it can take place, but much of it is on an as-needed basis. For some mentor/mentee pairs (e.g., those in different work sites) these expectations will have to be modified to best meet the situation.

- ✓ Mentors are expected to contact their mentee (formally or informally [check in, touch base]) once a week during the first month of school, then twice a month the rest of the year.
- ✓ Mentors should schedule/participate in a substantive meeting once a month during the year. The meetings will be a mix of one on one meeting between the mentor and mentee, building based meetings and district level meetings.
- ✓ Mentors are expected to participate in a mid-year meeting with other mentors and mentees hosted by Human Resources.

Agreement of Confidentiality

The details, observations, strengths, weaknesses, and other information exchanged between mentors and mentees create trust and therefore need to be confidential. The sharing of this information would jeopardize the basis of the mentor relationship. In no case should the mentor become involved in the evaluation of the mentee.

Mentor: _____

Date ____/____/____

Mentee: _____