TO: All Principals

We want to provide information to you regarding the Beginning Teacher/Mentor and Induction Program for the 2018-2019 school year.

A Beginning Teacher means any teacher who is teaching for the first time. This does not *typically* include teachers who are new to the district and have taught before; however, there are individuals who may not qualify for a professional license in Kansas and will need a mentoring program. Our office will be checking all new certified employees’ licenses to determine if an individual will need a mentor program.

A few reminders regarding the assignment of mentors:

* Instructional coaches will serve as the mentors to the beginning teachers in each building. Any mentor can only be assigned two (2) mentees/beginning teachers. In the event that a school has more new teachers than instructional coaches available, the principal will assign an experienced teacher as a mentor. An experienced classroom teacher must have three (3) years of classroom teaching experience (in the district is preferred) and a professional license to be eligible to be a mentor.
* Any teacher who is in his/her second year of teaching will also need to complete the second year mentoring program with our district. These teachers will also need a mentor and will attend four (4) meetings this year.
* As we discussed in our administrator sessions on Tuesday, July 24, if a school has a large number of first and second year teachers and there are not enough teachers to serve in the role of a mentor, please contact Shelly Beech. We will need to have a plan to cover these teachers for their mentoring requirement.
* All first and second year teachers and mentors will attend meetings at the Central office and all meetings are mandatory.
* IC/Mentors and Teacher Mentees will be required to keep a log of their time spent with each beginning teacher(s) assigned to them. This time may include activities such as lesson planning, classroom observations, conferencing with the teacher, co-teaching/modeling, PLC meetings, professional development, etc. These logs are required by the state and submitted by the mentor and the mentee teacher. The mentor is required to have 25 hours per semester (a total of 50 hours for the year) with each beginning teacher.
* The Beginning Teacher is required to submit a performance assessment at the end of the first semester and again at the end of the year. The performance assessment will be a part of their Growth Plan that will be monitored by the principal. The requirements for this performance assessment will be discussed in detail with the beginning teacher and mentors at the first meeting. This information will also be shared with the principals.
* Mentors for elementary specials teachers, ESOL teachers, and special education teachers may need special considerations when assigned as a mentor. Principals will work with their respective Executive Director on this as well.
* Principals will submit the name of the IC/Mentor who will be working with each beginning and second year teacher in their building. **These assignments will be due by August 10 and should be submitted to Shelly Beech’s office.**
* New Counselors and Social Workers do not need to be assigned a mentor. These groups are supported through Lisa Garcia-Stewart’s office.
* Instructional coaches will not receive payment for mentoring. This is an essential function in the instructional coach’s job description and encompassed in the $5,000 yearly stipend. Instructional Coaches will be paid to attend the required after school meetings.
* If there is a need to assign a teacher to be a mentor, the teacher will receive a $500.00 stipend per semester to be paid on December 15 and May 30. If a teacher is assigned to be a mentor this will need to be approved by the Executive Director of your building.
* First year teachers, second year teachers, and instructional coaches will be paid to attend the after school meetings that are held after the regular work day. Timesheets will be submitted by individual teachers. The Frontline Professional Growth system will be used to determine attendance at these meetings.
* As stated earlier, there are a few teachers who are not beginning teachers but will need to be assigned a mentor due to the fact that they have not completed the mentoring program. We will work to get a list of those individuals to you. These individuals would include beginning teachers who may have started second semester last year. Also we will have some teachers who have been teaching on another type of license other than an initial license, may have moved to an initial license, and/or now need to complete a mentoring program. We will work with those individuals as well to help move them to their professional license.
* Any questions regarding the New Teacher Mentoring and Induction Program should be directed to Shelly Beech, [shelly.beech@kckps.org](mailto:shelly.beech@kckps.org) (279-2259) or Kim Smith, [kim.smith@kckps.org](mailto:kim.smith@kckps.org) (279-2414) or Ana Perez-Sievert, [ana.perez-sievert@kckps.org](mailto:ana.perez-sievert@kckps.org) (279-2314)