



TEACHER INDUCTION

MENTOR COMMITMENT LETTER

Date: _____

I, _____ (Please Print), agree to serve as a mentor during this school year. In order to accelerate the growth and development of my assigned protégé(s) I agree to do the following:

1. Work collaboratively with the school mentor coordinator to develop and implement a mentoring action plan for the school.
2. Successfully complete Raising the Bar training or recertification as applicable.
3. Attend all mentor seminars and participate in PD activities as needed or as requested.
4. Meet with protégé(s) per the minimum number of hours identified on the Mentor Compensation chart.
5. Ensure that protégé(s) complete the self-assessment within the first 30 days of school.
6. Assist protégé(s) with developing professional goals (Future Growth Plan).
7. Document all protégé support on the Weekly Mentoring Log.
8. Submit each weekly mentoring log to the school mentor coordinator.
9. Ensure that protégé(s) document his/her professional development activities on the PD log.
10. Complete the MCS Induction Program evaluation.

I have reviewed the mentor job description from the Department of Human Resources. I understand that receiving my yearly stipend is dependent upon my fulfillment of all of the mentor responsibilities outlined in the job description in addition to those outlined in this commitment letter.

Mentor Signature

Principal Signature

School Mentor Coordinator Signature

School (*Please Print*)

MCS Induction Staff Signature

Myra I. Whitney, Associate Superintendent
Dept. of Academic Operations,
Technology, and Innovation

Position Description
Memphis City Schools

Position: Teacher Mentor
Department: Academic Operations, Technology, and Innovation
Division: Teacher Induction
Reports to: School Principal; Teacher Induction Professional Development Coordinator

General Summary:

Teacher Mentors provide support, encouragement, rapport, empathy, constructive feedback, and suggestions for improvement to new teachers. Serving as teacher, friend, guide, coach, role model, and instructional leader, Teacher Mentors are expected to exhibit professionalism, a positive attitude, the ability to plan and organize, a love of children and teaching, excellence in teaching, good communication skills, and good conferencing skills.

Duties and Responsibilities

- Maintaining confidentiality,
- Sharing knowledge, skills, and information with the new teacher,
- Meeting frequently with the new teacher,
- Observing the new teacher,
- Facilitating formative evaluation of the new teacher's areas of strength and areas for growth,
- Providing demonstration lessons,
- Familiarizing the new teacher with school policies, procedures, and culture,
- Participating in on-going professional development activities including the state-mandated "Raising the Bar" training and recertification,
- Contributing to the school mentor team, and
- Completing and submitting required documentation of mentoring activities to the school mentor coordinator to be submitted to district teacher induction staff.

Hours of Work and Working Conditions

- Normal school operation hours,
- May be required to work in excess of the normal workday to ensure that tasks that are time sensitive are completed on or before the established time,
- Term of employment is teacher schedule, and
- Location is the local school building.

Qualifications and Training

- A minimum of five years of successful teaching experience,
- A valid teaching license, and
- Demonstrated evidence of excellence and leadership in teaching.

Compensation

- State-certified mentors who submit required documentation of mentoring activities receive a stipend of \$700 per year.