



TEACHER INDUCTION

SCHOOL MENTOR COORDINATOR COMMITMENT LETTER

Date: _____

I, _____ (Please Print), agree to serve as school mentor coordinator during this school year. I am fully aware of my responsibilities and roles, which include, but are not limited to, the following:

1. Work collaboratively with all school-level mentors to develop and implement a mentoring action plan for the school;
2. Maintain weekly contact and communication with all school-level mentors;
3. Collect, initial and submit all weekly mentoring logs by the requested due date;
4. Submit school-based mentoring updates to MCS Induction Staff when requested;
5. Participate in professional development activities as needed or as requested;
6. Collaborate with school-level mentors and MCS Induction Staff in meeting the needs of new teachers;
7. Update school-level Mentoring Action Plan as activities are completed;
8. Complete evaluations of school-level Mentoring Action Plan to determine effectiveness.
9. Inform MCS Induction Staff of changes to any protégé's grade, subject, or school assignment.
10. Complete the MCS Induction Program evaluation.

I agree to fulfill these responsibilities in order to support the growth and development of the new teachers that have been assigned to my school.

School (Please Print)

School Mentor Coordinator Signature

Principal Signature

MCS Induction Staff Signature

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