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**Mentoring Requirements – Classroom Teacher**

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| **One-on-one Conferencing** | 18 hours; 9 each semester |
| **Observations** | Observe mentee and provide feedback during one-on-one conferencing with mentor. 4 times per year: November, January, March, April – Should visit the classroom in October |
| **Videotaping** | Watch recording of mentee and discuss during one-on-one conferencing - 2 times a year; December and February |
| **Looking at Student Work** | Two meetings per semester should focus at looking at student work using a protocol. |
| **Goal Setting** | Support mentee in selecting focus goal for the year that emerges from the observations and discussions during the first two months |

**Mentoring Requirements – Special Educator**

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| **One-on-one Conferencing** | 18 hours; 9 each semester |
| **Observations** | Observe mentee and provide feedback during one-on-one conferencing. 3 times per year: November, January, March (Should visit in October) |
| **IEP Development, Parent Communication, and Working with Classroom Teachers** | Provide feedback on the development of IEPs from testing, parent notification and meetings, analysis of data, to the final development of the IEP. Additionally, work to support mentee in communicating student accommodations to other teachers.  |
| **Videotaping** | Watch recording of mentee and discuss during one-on-one conferencing (2 times a year; December and February) |
| **Looking at Student Work** | One meeting per semester should focus on looking at student work using a protocol. |
| **Goal Setting** | Support mentee in selecting focus goal for the year that emerges from the observations and discussions during the first two months. |

**Mentoring Requirements – Guidance Counselor**

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| **One-on-one Conferencing** | 18 hours; 9 each semester |
| **Observations** | Observe mentee and provide feedback during one-on-one conferencing. 4 times per year: September, November, January, March (As appropriate - small group, full class) |
| **EST Plan Development and monitoring, PLP Implementation** | Provide feedback on the development and monitoring of EST plans and PLP, if part of job description. |
| **Videotaping** | Watch recording of mentee and discuss during one-on-one conferencing (2 times a year; December and February) |
| **Goal Setting** | Support mentee in selecting focus goal for the year that emerges from the observations and discussions during the first two months |

**Mentoring Requirements – Other Educator (Self-Designed)**

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| **Activity that Promotes Educator Growth** | **Description of activity and time required. Use the activities above and use those that are relevant to the educator’s role in the schools.** |
| **One-on-one Conferencing** | 18 hours; 9 each semester |
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| **Goal Setting** | Support mentee in selecting focus goal for the year that emerges from the observations and discussions during the first two months |