Principals, Headmaster, and Department Heads,

The purpose of the email is to ensure we have a shared understanding of mentors, mentor responsibilities, roles in mentor matching, and the role of building based mentor facilitator.

As you continue to hire new teachers and specialists throughout the summer, I would like to remind you about mentors and incoming teachers.

**Who should be assigned a mentor?**

Any new teacher, specialist, special educator who is employed more than .5 FTE

One-Year contracted employees who are employed more than .5 FTE

**How should a mentor be assigned?**

Principals are responsible for identifying and matching mentors with incoming new hires

When applicable, collaborate with the curriculum coordinator in identifying the mentor

Collaboration with your building based mentor facilitator in identifying mentors is encouraged

**Who can be mentors and how do they apply?**

Any current mentors, or who have been mentors in the past

Have experience in various other teacher leadership positions (CFG coaches, math grade level facilitator, professional learning group facilitator, etc.) and evidence of effectiveness

Have never mentored but who are interested in teacher leadership

**What is the criteria to be a mentor?**

Have Professional Status

Are reflective and public about their own practice

Are interested in helping teachers new to Brookline become skillful, collegial, reflective practitioners

Have the endorsement of the schools principal to be a mentor

**What is the expectations and time commitment of the mentors?**

Approximately three-four hours a month in conversation with the teacher you are mentoring (one hour per week September-December and one hour bi-weekly January-June)

Attend Mentor Orientation on August 28, 2012, 8:30-12:30

**What is the stipend?**

$624 for each teacher mentored

**What does the mentor facilitator do?**

The mentor facilitator meets monthly with (on Wednesdays 3-4pm) with the "first year teachers" in your building. It is a time for the teachers to come together, learn together, and have the shared experience of being new in Brookline. The mentor facilitators meet monthly with Angela and Tracy to prep for their building based meetings. These meetings are an opportunity to ensure there is shared learning (equity, differentiation, etc..) across the district among the building based meetings.

**How are mentor/mentee matches finalized?**

Please see the attached document. In the past a mentor application has been used, although this year it is our intention to use this new document/shared understanding.

As you begin identify mentors, please provide the mentor/mentee pair with the attached agreement, to ensure there is a shared understanding, and return the document to the mentor facilitator.

I've included the list of anticipated mentor facilitators for the 2012-2013 school year- as you may want to reach out to them for support and planning purposes.

When communicating with mentors, please be sure to share with them, attendance at Mentor Orientation is required. Mentor Orientation will be held on August 28, 2012 8:30-12:30pm at Town Hall.