



18-19 Teacher Induction Mentor

Duties and responsibilities include, but are not limited to, the following:

Preparation

- Communicate about unforeseen circumstances (ie. serious illness, birth, death, or car trouble) as quickly as possible to the Induction team
- Attend and actively participate in all script reviews for mentors. In order to enhance your ability to facilitate the session, it is recommended as a best practice to print session presentation and preview materials prior to the script reviews. In addition, if a mentor misses a script review, it is the responsibility of the mentor to review the material and reach out to the Induction team.
- Prepare for Induction sessions by reviewing the content, adapting the content as needed to meet the needs of your group, and ensuring that all materials/supplies are ready.
- Positively communicate with coordinators about questions, support needed and feedback
- Attend new mentor professional development sessions prior to the start of Induction. Note: this is separate from the script reviews

Facilitation

- Commit to facilitate all Induction sessions for your cohort. We recognize that life happens and emergencies come up; however, facilitators should not sign up if they have more than one already identified scheduling conflict. There is no pay for days not worked.
- Establish norms of professional behavior that you uphold with your participants during sessions to maximize participant engagement.
- Effectively organize materials and model key instructional strategies. Express ideas and concepts clearly and concisely

Portfolio

- Follow up, consistently and directly during Induction sessions, with participants concerning portfolio requirements
- Evaluate participant portfolios and provide feedback in a timely and efficient manner during the 30 minutes of portfolio work time during each session
- Utilize Google drive to provide formal feedback during the portfolio grading window and record participant progress on a rubric
- Score portfolios in a timely manner: approximately 30 minutes per participant, barring revisions

General

- Respond to communication from Induction participants and the Induction team within one work day
- Upload copy of signed S-19 for script reviews within one work day
- Utilize Google drive for accessing all related materials
- Demonstrate a positive disposition in all professional settings
- Apply a teacher centered approach when problem solving. Be flexible and receptive to change
- Promote a positive professional culture through relationship building, solution oriented communication and a willingness to collaborate with team members
- Receptiveness to implementing feedback given from Induction Coordinators and/or Assistant Coordinators

Compensation

- Appointed mentors will be compensated at the contractual Leader rate for any sessions they facilitate outside the contractual workday.
- Appointed mentors will be compensated at the contractual EC rate for reviewing Induction participant portfolios outside the contractual day.
- Script Reviews and Induction Mentor Orientation (for new mentors only) will be compensated at the contractual professional development participant rate.
- Payment is based solely on time worked.

<u>Cohort 1</u> IMO- Induction Mentor Orientation (*for new mentors only); Tuesday, July 10th from 9:00am-2:00pm		
<i>Script Review Date</i>	<i>Induction Session Date</i>	<i>Portfolio</i>
<p>Wednesday July 11 and Thursday July 12 9:00am-2:00pm <i>*in person @ 440</i></p> <p>Script Review: Tuesday, July 17, 9:00am-12:00pm <i>*in person @ Philadelphia Military Academy</i></p> <p>Optional Classroom Set Up/Coordinator Office Hours: 1:00pm-3:00pm</p>	<p>Thursday July 19 Friday, July 20 Monday, July 23 Tuesday, July 24 9:00am-3:00pm</p>	<p>Mentors should use the 30 minutes of participant portfolio work time to check in with teachers about their progress on their portfolio and/or review documents and provide written or verbal feedback using the rubric</p>
<p>Thursday, September 20 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, September 27 4:30pm-7:00pm</p>	
<p>Tuesday, November 20, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, November 29 4:30pm-7:00pm</p>	
<p>Tuesday, February 12, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, February 21 4:30pm-7:00pm</p>	
<p>Thursday, April 4, 5:00-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, April 11 4:30pm-7:00pm</p>	

<u>Cohort 2</u> Induction Mentor Orientation (*for new mentors only); Saturday, September 29 from 9:00am-2:00pm		
<i>Script Review Date</i>	<i>Induction Session Date</i>	<i>Portfolio</i>
<p>Thursday, October 4 4:30pm-6:30pm <i>*in person @ 440</i></p>	<p>Saturday, October 13 9:00am-1:00pm</p>	<p>Mentors should use the 30 minutes of participant portfolio work time to check in with teachers about their progress on their portfolio and/or review documents and provide written or verbal feedback using the rubric</p>
<p>Thursday, November 8, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, November 15 4:30pm-7:00pm</p>	
<p>Thursday, December 6, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, December 13 4:30pm-7:00pm</p>	
<p>Thursday, January 3, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Saturday, January 12 9:00am-1:00pm <i>*Snow day January 26</i></p>	
<p>Thursday, January 31, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, February 7 4:30pm-7:00pm</p>	
<p>Tuesday, February 19, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Saturday, March 2 9:00am-1:00pm</p>	
<p>Thursday, March 14, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, March 21 4:30pm-7:00pm</p>	
<p>Thursday, March 28, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Saturday, April 6 9:00am-1:00pm</p>	
<p>Tuesday, April 16 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, April 25 4:30pm-7:00pm</p>	
<p>Thursday, May 2, 5:00pm-6:00pm <i>*Google Hangout</i></p>	<p>Thursday, May 9 4:30pm-7:00pm</p>	

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