Mentoring Program

2020-2021

MISSION STATEMENT

United with parents and the community, the Wauwatosa School District delivers an outstanding education that equips and inspires our students to conquer their challenges now and in the future.
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Role of the Mentor

Role of the Mentor Within the Wauwatosa School District:
Mentors support new teachers’ transition into the Wauwatosa School District. They provide support, feedback and encouragement but are not evaluators. The following is a list of areas with which new teachers may need assistance.

- **District and Building Policies and Procedures**
  - District focus and goals
  - Professional Learning Communities
  - Evaluation Process

- **Learning Environment/Classroom Culture that Promotes Teaching and Learning for All Students**
  - Setting up classroom
  - Obtaining materials and supplies
  - Support for various learning styles
  - Classroom management techniques
  - Support staff available within a building
  - Core Principles

- **Curriculum**
  - District benchmarks
  - Guidance in use and understanding of school curricula for fidelity
  - Pacing guides
  - Assistance with understanding content and skills that will be taught
  - Location of guides, text and technology

- **Instructional Delivery**
  - Lesson planning
  - Learning targets
  - Instructional Framework
  - Strategies for engagement
  - Planning for multiple means of helping students learn
  - Use of formative assessment
  - Technology for instruction
  - Flexible grouping
  - Meeting IEP goals within lesson
  - Observation of mentor or teacher in same grade/content area
Role of the Mentor Cont.

- **Assessment**
  - State/District assessments
  - Common formative and summative assessments
  - Analyzing student work
  - Providing student feedback
  - Grading practices
  - Support for students who do not demonstrate mastery
  - Enrichment or extension for students who have demonstrated mastery

- **Communication**
  - Techniques for communicating with parents
  - Use of communication log
  - Planning for open house and conferences
  - Communicating with administration and colleagues

- **Miscellaneous**
  - Assistance with reflective process
  - Educator Effectiveness support
  - Time management techniques
  - Problem solving
  - Absence Management (AESOP) support
Expectations

Mentee Expectations

- Attend New Teacher Orientation Week
- Attend District mentee meeting(s) (as scheduled)
- Shadow a lesson of two classroom teachers, in consultation with Principal (during prep. period)*
- Allow mentor to observe two lessons and provide feedback *

*Applies only to first-year teachers in Wauwatosa who have fewer than three years of prior experience.

Mentor Expectations

Level 1 Mentor

Mentees:
Level 1 mentors assist teachers new to the district who have fewer than three years of experience.

Responsibilities:
Level 1 mentors assist their mentees in all aspects of their first year in Wauwatosa, and those responsibilities include the following:

- All mentors work with their mentees on Monday, August 17th starting at 10:30am-11:30am and on Thursday, August 20th starting at 2:15-3:30pm.
- Observe a lesson of their mentees, at least once each semester, providing feedback after each observation.
- Provide ongoing support throughout the school year, meeting at least twice per month.
- Document bullet points 1-3 (activities & time spent only; do not include substance of conversations, etc.).

Compensation: $1,000
Level 2 Mentor

Mentees:
Level 2 mentors assist teachers new to the district who have three or more years of experience.

Responsibilities:
In general, level 2 mentors assist experienced teachers with their transition into the district, and responsibilities include the following:

- All mentors work with their mentees on Monday, August 17th starting at 10:30am-11:30am and on Thursday, August 20th starting at 2:15-3:30pm.

- Provide ongoing support throughout the school year, meeting at least monthly with their mentees first semester and on an as-needed basis thereafter.

- Document bullet points 1-2 (activities & time spent only; do not include substance of conversations, etc.).

Compensation: $500