



## **Setting up a Mentoring Program in a School District**

### **Suggested Timeline/Activities**

*The timelines suggested below are guidelines and can be adapted to meet the specific need of each district. Districts may want to consider starting the planning process earlier in the school year to avoid the end-of-year crunch.*

### **Year Prior to Implementation of Mentor Program**

#### **January**

- School or district leadership team, including teacher union leadership, view PowerPoint on Best Practices in Mentoring developed by the Office of Public Instruction (OPI).
- Discuss possible number of new teachers for following year and mentor program development.
- Identify a temporary mentor coordinator for the implementation of the district mentor program.
- Contact OPI regarding mentor training opportunities or potential mentor trainer for the initial implementation.

#### **February**

- School Board Meeting – introduce temporary mentor coordinator, view and discuss the PowerPoint presentation on Best Practices in Mentoring.
- School Board, superintendent and teacher union representatives (in districts where collective bargaining does not exist, include teacher representatives) – set up a committee (including School Board representative, administration, and teachers) to jointly develop Mentor Program Guidelines and begin to discuss program implementation.

#### **March**

- Bargain appropriate contract language or memoranda for mentoring program. This may require a memorandum of agreement in those school communities with ongoing, multi-year negotiated agreements.
- Have School Board approval of Mentor Program.

#### **April**

- Building principals and union leaders discuss the new program with teachers at affected school sites.
- Ask for interested teachers to apply, following the Mentor Program guidelines and the bargained agreement.

#### **May**

Select teachers for training to participate as mentors.

#### **Spring – Summer**

Inform newly hired teachers that they will participate in Mentor Program and share guidelines of the program.

## **June**

- Send a team of three to the Teacher Mentor Trainer Institute, or find an alternative option for training the mentor program trainers.
- Set up training schedule with mentor trainer for following year, corresponding with the already established Mentor Program guidelines.

## **Year One of Implementation**

*Based on setting up five to six training sessions, three hours each, for teacher.*

## **Early August**

- Hold a planning meeting for mentor trainers to reflect on activities and the district mentor program guidelines.
- Match mentors and protégés.
- Set up introductory meeting for teams prior to beginning of school.
- Add a day, following the bargained agreement and mentoring program guidelines, for mentors and protégés to work together and begin training with Mentor Trainers.

## **September**

Mentor Training in skills of consulting, collaborating, and coaching.

## **November**

Mentor Training in skills of goal setting, planning, problem solving, and reflecting.

## **January**

- Mentor Training in verbal skills and supportive language.
- Discuss possible number of new teachers for following year and how many mentors may be needed.

## **April**

Mentor training in skills of developing a professional vision of learning for protégés.

## **May**

- Meetings set up with mentors and protégés to evaluate program for first year. Include members of committee who developed the program to review guidelines and make any changes for next year.
- Open up opportunities for additional staff for mentor training.

## **June**

- Send original three members of the trainer team to the Refresher Teacher Mentor Trainer Institute.
- If additional trainers are needed send personnel to the full Teacher Mentor Trainer Institute.