



Mentor/First-year Teacher/Administrator Intro Meeting

School _____

First-year Teacher _____

Date of Meeting _____

Mentor _____

Time of Meeting _____

Principal _____

Place of Meeting _____

	Plans for Meeting	Meeting notes
1	Greeting—Acknowledge appreciation for everyone’s involvement in the meeting	
2	Go over requirements of the program-roles and responsibilities-- Use page 2	
3	Clarification of “firewall”--Use suggested script on Page 2.	
4	<ul style="list-style-type: none"> • Ask principal to share his/her goals for the program • Ask what dates s/he wants the new teacher to be prepared for • Ask what other systems are in place to provide support for the new teacher • Other expectations the principal has? 	
5	Opportunity for new teacher to ask questions or provide input	
6	Any other things to be addressed	
7	Thank everyone in attendance.	

Notes:

This meeting can be short and sweet.

It does not count toward one-on-one conferencing time.

This sheet doesn't need to be turned in to anyone...it is just to guide the mentor in preparing for the meeting.

Roles and Responsibilities of Participants in the Mentoring Program.

FIRST-YEAR TEACHERS

- *Participate in 18 hours of one-on-one conferencing time with mentor each semester.*
- *Spend a minimum of one full day per semester on observations by/of/with the mentor.*
- *Participate in one-half day First-year Teacher Seminar each semester.*
- *Can earn continuing education credits for participation.*

MENTORS

- *Participate in a two day initial training (can be taken for credit)*
- *Spend a minimum of 18 hours each semester in one-on-one conferencing time with first-year teacher.*
- *Participate in a one-half day Mentor Seminar each semester.*
- *Observe the first-year teacher and provide feedback.*
- *Receive a stipend from the TSS for their work.*

PRINCIPALS

- *Complete an online training to help understand the program*
- *Select the most effective mentors*
- *Support both the first-year teacher and the mentor*
- *Provide substitute coverage for program activities*
- *Sign off for payment of mentor stipend*

Suggested script for Step 3. Clarification of firewall.

Here's what you might say in Step 3 of the meeting: *"My ability to be helpful to (mentee) is dependent on our relationship being built on confidentiality and trust. It's really important that (mentee) knows that my only responsibility is to support her/him and I won't be reporting on or evaluating him/her....that will be your job as her/his administrator. Research also tells us how important the support of the principal is to the success of a first-year teacher so if you see a way that I can encourage or guide her/him, it would be helpful for you to let us know so we can work on that. We want to make sure you know, (mentee), that we are a team here to support you, even though we have different responsibilities to you."*