

## General Mentor Responsibilities

Responsibilities	Level 1 Mentor <i>New to district, new to job</i>	Level 2 Mentor <i>New to job, new to school</i>	Level 3 Mentor (optional) <i>Transition to new school or job</i>
<b><i>To provide instructional support</i></b>	<ul style="list-style-type: none"> <li>• Participate in peer observation 3x/year</li> <li>• Weekly 1:1 meetings</li> <li>• Familiarize new staff with curriculum</li> <li>• Assist in lesson preparation</li> <li>• Assist with strategies to motivate and challenge all students</li> <li>• Familiarize new staff with district assessment systems including common assessments and report cards</li> <li>• Assist in classroom organization</li> <li>• Assist in locating necessary curriculum items and classroom supplies</li> <li>• Address issues such as discipline, scheduling, planning and organizing the school day and, other classroom management issues</li> <li>• Maintain a contact log</li> <li>• Facilitate building based meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in peer observation at least 1x/year</li> <li>• Bi-weekly 1:1 meetings</li> <li>• Familiarize new staff with grade-level or job specific curriculum</li> <li>• Familiarize new staff with grade-level or job specific common assessments and report cards</li> <li>• Assist in locating necessary curriculum items and classroom supplies</li> <li>• Assist in other areas as needed</li> <li>• Maintain a contact log</li> <li>• Facilitate building based meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarize new staff with location of necessary curriculum items</li> <li>• Monthly 1:1 meetings</li> <li>• Assist in locating necessary classroom supplies</li> <li>• Assist in other areas as needed.</li> </ul>
<b><i>To provide professional support</i></b>	<ul style="list-style-type: none"> <li>• Review school and district policies and procedures</li> <li>• Advise on how to handle relationships with the school, district, parents and community</li> <li>• Assist in understanding school and district culture</li> <li>• Attend assigned district-wide Mentor-Protégé meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Review school and if necessary district policies and procedures</li> <li>• Advise on how to handle relationships with the school, parents</li> <li>• Assist in understanding school and district culture</li> <li>• Attend assigned district-wide Mentor-Protégé meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Review school policies and procedures</li> <li>• Advise on how to handle relationships with the school and parents</li> <li>• Assist in understanding the school culture</li> </ul>
<b><i>To provide personal support</i></b>	<ul style="list-style-type: none"> <li>• Be an empathetic listener</li> <li>• Act as a sounding board/problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Be an empathetic listener</li> <li>• Act as a sounding board/problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Be an empathetic listener</li> <li>• Act as a sounding board/problem solver</li> </ul>
<b><i>To maintain a confidential relationship</i></b>	<ul style="list-style-type: none"> <li>• Discuss issues in an open, timely and informed manner</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss issues in an open, timely and informed manner</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss issues in an open, timely and informed manner</li> </ul>
<b><i>To serve as a liaison to other staff members and educational and school resources.</i></b>	<ul style="list-style-type: none"> <li>• Facilitate introductions</li> <li>• Assist new staff member as they become incorporated into the environment of the school and district</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate introductions</li> <li>• Assist new staff member as they become incorporated into the environment of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate introductions</li> <li>• Assist new staff member as they become incorporated into the environment of the school</li> </ul>