

MENTOR TEACHERS

I. Mentor Teacher Selection Committee

- a. A committee shall be established through an election process coordinated by the Superintendent or designee.
- b. Composition of the Mentor Teacher Selection Committee
 - 1. One classroom teacher from each site.
 - 2. One administrator from each level (elementary, middle, high).
 - 3. One district office administrator (chairperson), not voting, except in the event of a tie.

c. Selection Process of the Mentor Teacher Selection Committee

The committee shall be established through an election process coordinated by the Superintendent or designee for the purpose of nomination to the Governing Board candidates for the Mentor Teacher Program.

- 1. Classroom teachers interested in serving as a member shall submit a signed application to the Superintendent, indicating a desire to serve on the Selection Committee. The names of all applicants shall be placed on ballots by site.
- 2. The teacher representatives for the Mentor Teacher Selection Committee shall be elected by secret ballot by site.
- 3. The secret ballots shall be returned to the Superintendent and tabulated by the President of the Teachers Association or designee of the Teachers Association and the Superintendent.
- 4. In the event a classroom teacher member resigns or is unable to complete his/her term, applications for the vacant position will be sought and an election will be processed in accordance with the procedure described above.

MENTOR TEACHERS (continued)

- d. Term of the Mentor Teacher Selection Committee
 - 1. The term of office for Selection Committee members shall be three years, except that one third of the teachers shall be elected each year. The initial committee shall draw lots for terms of one, two or three years. Subsequently, all terms shall be for three years.
 - 2. The Selection Committee will be chaired by the Superintendent or designee.
 - 3. Teacher members of the Selection Committee shall be eligible to serve as teacher mentors, but shall not vote on or participate in discussions relating to their candidacy.
 - 4. Members may be reelected at the conclusion of their term.

II. Selection of Mentor Candidates

- a. The Selection Committee shall screen candidates on the basis of specified criteria which shall include:
 - 1. Is a credentialed classroom teacher with permanent status.
 - 2. Has substantial recent experience in classroom instruction.
 - 3. Has demonstrated exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of students in different contexts.
 - 4. Other criteria as the committee shall specify which will include a current observation by the site administrator and may include observations by selection committee members.
- b. An application shall include written consent by the applicant to release of personnel information relating to his/her teaching experience and performance to Selection Committee members. Such materials shall be kept confidential.

MENTOR TEACHERS (continued)

III. Candidacy of Mentor Teachers

- a. Potential mentor teachers will be required to submit an application for designation as mentor teacher. Any certificated classroom teacher who is permanent may apply as a candidate for mentor teacher designation.
- b. As part of the application process, the potential mentor teacher shall submit a design for proposed activities and information stating why he/she is qualified.

IV. Number of Mentor Teacher Positions

- a. The District will create as many positions as authorized by the state. One per school as available funding dictates.

V. Nomination as Mentor Teacher

- a. The Selection Committee shall evaluate the candidacy of each mentor teacher applicant according to the criteria enumerated above.
- b. Selected candidates for mentor teacher shall be nominated to the Board by a majority vote of the full Selection Committee at any meeting called for the purpose of nominating mentor teachers.

VI. Designation of Mentor Teachers

- a. The final designation of any person as a mentor teacher shall be by action of the Board of the District based upon the nominations of the Selection Committee.
- b. The Board may reject any or all nominations.
- c. Upon designation as mentor teacher, employees so designated shall serve under the direction of the Superintendent or designee in that portion of their duties which pertains to the mentor teacher program.

MENTOR TEACHERS (continued)

VII. Duties and Responsibilities of Mentor Teachers

- a. The duties of each mentor teacher will be determined on an individual basis in consultation with the mentor and the Superintendent or designee. A listing of preliminary descriptions of mentor needs and duties in each of the positions will be made available.
- b. During the term of assignment, the mentor teacher may perform their duties outside of the regular instructional day during the school year and/or winter, spring or summer breaks.

VIII. Duration of Mentor Teacher Designation

- a. A mentor teacher may be appointed for three consecutive terms beginning July 1 and terminating June 30 of each school year.
- b. If for any reason the mentor is unable to complete the designated mentoring period, the Board may select a replacement from committee-nominated alternates, if any.
- c. Should the mentor teacher's services be required during the school day, the District shall provide release time.
- d. Hours may also be accumulated after the normal school day as approved by the administrator.

IX. Compensation

- a. The mentor teacher shall receive a stipend of \$4,000 per annum for a full year appointment, or an amount adjusted as a result of a change in state revenue allocated for mentor teachers pursuant to Education Code Section 44492.3.
- b. In the event that a mentor teacher is unable to fulfill the required days of service, the stipend shall be reduced proportionately to the number of days of service not rendered.
- c. The annual stipend may be paid to mentor teachers in equal monthly installments throughout the term of appointment or in lump sums as assignments are completed.

MENTOR TEACHERS (continued)

- d. The District shall not incur a liability to continue the program if state funding is withdrawn.

X. Evaluation

- a. Mentors shall be evaluated in relation to their mentor assignment by the administrator responsible for the activity to which the mentor is assigned. An unsatisfactory performance evaluation shall result in the recipient losing mentor status at the end of the school year in which the unsatisfactory rating is received.

XI. Funding

- a. In the event the state funding for the program is reduced or discontinued, the Mentor Teacher Program may be accordingly reduced or discontinued.

The Mentor Teacher Program may be wholly operated on state funding specifically designated for such program.