

CENTRAL COLUMBIA SCHOOL DISTRICT NEW TEACHER INDUCTION

MENTOR TEACHER'S ROLE

1. Attend on training session to review the induction program, review roles and responsibilities of mentor teachers and policies/procedures of the school district.
Mentors will receive training in:
 - a. The purpose of the induction program and the role of a mentor
 - b. Communication skills
 - c. Listening skills
 - d. Coaching and conferencing skills
 - e. Effective teaching/specialist skills
 - f. Problem solving
 - g. Knowledge of adult learning and development
2. Attend training session with the inductees when possible.
3. Establish rapport with inductees as a helping person.
4. Assist the inductees in learning the administrative and instructional process
5. Identify the inductees' immediate area(s) of concern
6. Meet with inductees regularly and maintain a log
7. Discuss classroom teaching techniques, classroom management skills, and provide feedback to the inductees after a classroom observation
8. Provide assistance in the following areas:
 - a. Parent communication and relations (conferencing)
 - b. Classroom management (grouping, time management, and behavior modification)
 - c. Instructional processes (planning and scheduling, learner motivation, and pupil grading/evaluation)
 - d. Obtaining resources (materials and support services)
 - e. Preparing for evaluation
 - f. Preparing for district reports (attendance, mini-grants, lunch count, etc.)
 - g. Reviewing teacher handbook
 - h. Other (i.e., district/building standards, resource personnel, etc.)
9. Encourage professional growth by making the inductees comfortable with the teaching and socialization processes of the profession
10. Maintain a confidential relationship with the inductee.