

TQE Mentor & Mentee Program Expectations

Recommended Mentor Expectations:

A mentor is a teacher role model who is a confidante and a friend. He/she has an open door policy, nurtures talent, encourages growth, and provides a safe, supportive learning environment.

- Attend Mentor Training.
- Meet with mentee a minimum of one hour a week.
- Read the TQE Mentor/Mentee Handbook's monthly topical article and discuss it with your mentee.
- ***With your mentee***, complete the Mentor/Mentee Coaching Handbook's monthly reflection on the topical article.
- Attend **New Teacher Multi-District Workshops** with you **mentee** (November, February and April: See TQE webpage)
- **Observe mentee's classroom instruction twice and provide coaching** feedback or engage in two lesson planning/coaching sessions with your mentee during the school year.
- Arrange for your mentee to observe in your classroom at least once.
- Arrange for your mentee to observe an experienced teacher in your building/district.
- Complete year end surveys and questionnaires as requested by your district.

Recommended Mentee Expectations:

A mentee is open to suggestions and feedback, asks for help when needed, strives to be successful, and is reflective.

- Commit to working with a mentor for at least one year
- Meet with mentor prior to the school year for orientation
- Develop professional goals for the school year with assistance from mentor
- Meet with mentor at least weekly
- Read the monthly topical article in the Mentor/Mentee Coaching Handbook and discuss it with your mentor
- ***With your mentor***, complete the handbook's monthly reflection on the topical article.
- Attend **New Teacher Multi-District Workshops** with your mentor (November, February, and April: See TQE webpage)
- Have your mentor observe your classroom twice during the school year.
- Observe your mentor's classroom and one other veteran teacher's classroom.
- Complete year end surveys and questionnaires as requested by your mentor and/or district

Suggestions on Selection of Mentors

- Similar job assignment – grade level or curricular area
- Proximity is important – same building
- Common planning time/lunch
- Experienced teacher – preferably 7 years or more – at least 3 years
- Quality master teacher focused on improving student learning
- Trustworthy – able to maintain confidentiality
- Good communicator – good interpersonal skills
- Good listener
- Good collaborator
- Responsible
- Life long learners
- Needs to recognize when others need support or independence
- Flexible and willing to adjust schedule to meet the needs of someone else
- Able to support and help without smothering, parenting or taking charge
- Willing to put in time outside the school day

Note: Mentor or mentee relationships should be modified when appropriate, if requested

*New Teacher/Mentor
Multi-District Workshop
2008-2009*

Wednesday, November 5, 2008

Professionalism & Time Management, Joe Dockendorf
Kelly Inn, St. Cloud, MN, 5:00-5:30 Pizza Buffet, 5:30 -7:30 speaker

Wednesday, February 4, 2009

Panel Discussion: *Experienced Educators Will Answer Your
Questions on Challenging Student Behaviors*
Kelly Inn, St. Cloud, MN, 5:00-5:30 Pizza Buffet, 5:30 -7:30 speaker
Register by Wednesday, January 28, 2009

Wednesday, April 1, 2009

Topic To Be Determined
Kelly Inn, St. Cloud, MN, 5:00-5:30 Pizza Buffet, 5:30 -7:30 speaker
Register by Wednesday, March 25, 2009

Partnering School Districts ~ No charge to attend

Register on-line
www.stcloudstate.edu/coe/tqe/