

APPENDIX A

ROLE	BEGINNING TEACHER	MENTOR OR PROFESSIONAL DEVELOPMENT COMMITTEE	PRINCIPAL	DISTRICT, PDC AND SCHOOL BOARD	COLLEGE OR UNIVERSITY	DESE, ASSOCIATIONS AND OTHERS
TOPIC						
MENTOR SELECTION		PDC collaboratively assists in selection and pairing	Principal or Superintendent collaboratively assist in selection and pairing	PDC collaboratively assists in selection and pairing		
MENTOR TRAINING		Mentor attends training; PDC responsible for arranging on-going mentoring training	Attends mentor training and supports mentor and protégé	Provides policy and support for ongoing mentor training program	Provides awareness or expectation for graduates and may provide training for mentors	Provides regional training for mentors with cognitive coaching information
INITIAL CONTACT	Seeks contact prior to beginning of school year	Contacts protégé and welcomes him/her to community. Confirms first meeting (date/time).	Contacts protégé and welcomes him/her to community. Arranges first meeting	Provides curriculum guides, handbooks and pertinent grade/subject level information	Instructs student teachers on expectation of mentoring program	
COMMUNICATION	Seeks support and assistance with mentor and colleagues	Follows through on contacts and individualizes topics for protégé	Assures mentor and protégé communicate regularly.	May provide district-wide opportunities for mentors and protégés	Provides a minimum of annual contact for 1st and 2nd year teachers.	Supports communication between colleges and new teachers
CONFIDENTIALITY	Maintains confidentiality at all times and appreciates assistance.	Maintains confidentiality at all times and reinforces trust.	Appreciates mentor/ protégé confidentiality and does not undermine effort.	Remains neutral party.		
DOCUMENTATION OF PROFESSIONAL DEVELOPMENT	Maintains log/list of inservice, professional workshops, reading, collaborative development projects, and organizational activities.	Reviews documentation	Reviews formal professional development plan.	Keeps required documentation for beginning educators and mentors for verification purposes	May collect data on strength or weakness of first-year teachers	May assist in data collection and review
PROFESSIONAL DEVELOPMENT PLAN (Tied to Model Teacher/Leader Standards)	Maintains and regularly reflects on personal plan; shares with mentor.	Assists in development of the PD plan and encourages growth and career advancement	Supports new educators' professional development plans.	Protégé and support team complete end-of-year district checklist or assessment.	May provide ongoing or advanced coursework/ development opportunities.	Provides models and workshop opportunities.
MENTOR PROGRAM SUPPORT			Supports time for observation, collaboration & compensation	Formalizes written guidelines, mentor time & resources.	Offer support to graduates from any Missouri college	Develops rules and standards.
EVALUATION OF MENTORING PROGRAM	Participate in formal evaluation of mentoring program.	Participate in formal evaluation of mentoring program.	Participate in formal evaluation of mentoring program.	Develops mentoring assessment/ evaluation tool that aligns with standards and assesses formal evaluation of mentoring and makes revisions	May utilize information to improve preparation programs.	Provides models; evaluates for MSIP purposes.