

APPENDIX A

TOPIC	BEGINNING EDUCATOR	MENTOR OR PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)	ADMINISTRATOR	SCHOOL DISTRICT, CHARTER SCHOOL, PDC, and SCHOOL BOARD	COLLEGE OR UNIVERSITY	DESE, REGIONAL SERVICE CENTERS, ASSOCIATIONS AND OTHERS
MENTOR SELECTION		PDC collaboratively assists in selection and pairing	Administrator collaboratively assists in selection and pairing	PDC collaboratively assists in selection and pairing		Source for content specific mentors
MENTOR TRAINING		Mentor attends training; PDC responsible for arranging on-going mentoring training	Attends mentor training and supports mentor and mentee	Provides policy and support for ongoing mentor training program	Provides awareness or expectation for graduates and may provide training for mentors	Provides on-going regional training for mentors with cognitive coaching support
INITIAL CONTACT	Seeks contact prior to beginning of school year	Contacts mentee and welcomes him/her to community. Confirms first meeting (date/time)	Contacts mentee 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 mentee	Assures mentor and mentee communicate regularly	May provide school district-wide and charter school-wide opportunities for mentors and mentees	May provide minimum annual contact for 1st and 2nd year teachers	Supports communication between colleges and new educators
CONFIDENTIALITY	Maintains confidentiality at all times and appreciates assistance	Maintains confidentiality at all times and reinforces trust	Appreciates mentor/mentee confidentiality and does not undermine effort	Remains neutral party		
DOCUMENTATION OF PROFESSIONAL LEARNING	Maintains log/list of inservice, professional workshops, reading, collaborative development projects, and organizational activities.	Reviews documentation	Reviews formal professional growth plan.	Keeps required documentation for beginning educators and mentors for verification purposes	May collect data on strength or weakness of first-year educators	May assist in data collection and review
PROFESSIONAL GROWTH PLAN (Tied to Model Teacher/Leader Standards)	Maintains and regularly evaluates personal growth plan; shares with mentor	Assists in development of the professional growth plan and encourages growth and career advancement	Supports new educators' professional growth plans	Mentee and support team complete end-of-year school district and charter school checklist or assessment	May provide ongoing or advanced coursework/growth opportunities	Provides models and workshop opportunities
MENTOR PROGRAM SUPPORT/ NETWORKING	Networking in and outside district and charter school	Networking in and outside district and charter school	Supports time for observation, collaboration and compensation (Observation outside of school district and charter school may be needed)	Formalizes written guidelines, mentor time and resources.	Offer support to graduates from any Missouri college	Develops rules and standards. Develop on-going mentor training/support and networking opportunities.
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