

## Administrative Memo

**Date:** July 13, 2015  
**To:** School Administrators with Approved Career Education Programs  
**From:** Sharon Helwig, Ph.D.  
Assistant Commissioner  
**Subject:** CCR-15-013- Career Education Mentoring Program

I am pleased to inform you that the Career Education Mentoring Program will be offered for the upcoming 2015-2016 school year. The Career Education Mentoring Program is a one-year program that will assist each of your protégés (new educators) in addressing the challenges and responsibilities of their specific program areas by providing a mentor from another school district who is experienced in the same program area. (\*Guidance and Counseling)

To assist us in planning for the upcoming year of mentoring activities, we would like your help in identifying new secondary career education teachers. By new teachers we mean: first-year teachers, experienced teachers teaching in a career education program area for the first time, or teachers returning to a career education program area after an absence of five years or more.

To assist your district with expenses for your protégé's participation in the program, a \$200 stipend will be provided. The stipend can be used to assist with the protégé's travel as well as the cost of a substitute when the protégé may be out of the building attending a mentoring meeting. The \$200 stipend will be paid to the district through the monthly payment system once the protégé has successfully completed the program. It is then the obligation of the district to reimburse the protégé the amount they deem appropriate.

Please complete a protégé application for each new teacher if you would like to have your new career education teacher(s) participate in the Career Education Mentoring Program. You may access the form at <http://dese.mo.gov/sites/default/files/mentoring-protege-application-fy15.pdf> Please send the completed form to Career Education Mentoring Program, P.O. Box 480, Jefferson City, MO 65102-0480 as soon as possible, but no later than August 14, 2015.

Upon receipt of the protégé application, a mentor will be assigned. All mentoring program participants for the upcoming school year will receive a letter announcing the date and location of their fall meeting and their team member's name and school in late August.

For more information about the program, contact the following individuals:

Leon Busdieker	Agriculture Education	(573) 751-8466
Lori Niekamp	Business, Marketing and Information Technology	(573) 751-8665
Gayla Westergaard	Family Consumer Sciences and Human Services	(573) 751-7965
Mary Lou Rimer	Health Sciences	(573) 751-3407
Oscar Carter	Skilled Technical Sciences	(573) 522-5804
Rene Yoesel	Guidance and Counseling	(573) 751-0857

\*The Guidance and Counseling mentoring program is a two year commitment with only the first year allotted a stipend. While Guidance and Counseling is a K-12 program, funding only permits stipends for 7-12 counselors.