

PERMIT HOLDER MENTOR ROLES AND RESPONSIBILITIES

ROLE OF THE PERMIT HOLDER MENTOR

Provide “just in time” support for a Permit Holder, in accordance with a personalized professional development plan developed in partnership with the Permit Holder, to focus on the underlying support needed for the issuance of the permit, along with longer-term analysis of teaching practice and guidance to promote enduring professional skills.

Facilitate Permit Holder's growth and development through modeling, guided reflection on practice, and feedback on classroom instruction.

Deliver individualized coaching, mentoring, support, and guidance for Permit Holder(s) assigned through Districts and supported by the *North Coast School of Education*.

PERMIT HOLDER MENTOR RESPONSIBILITIES

Not limited to the following.

1. Registration

- New Mentors must complete and submit the **Mentor Application** to the district and upload the document to their [NCSOE account](#); an updated application is due once every 3 years for returning mentors.
- New and returning Mentors complete the **NCSOE online enrollment process** (www.ncsoe.org) for the new program year.
- **Set a goal-setting meeting** to complete a personalized professional development plan in collaboration with the Permit Holder(s) and with input from the Permit Holder's employer (site administrator) within the first 60 days of enrollment.

2. Required Participation and Professional Learning

NCSOE provides Mentors with Mentor training when they initially assume their role (**The Launch**) and multiple, ongoing opportunities to acquire and enhance their knowledge and skills (*Mentor Academies* or other choice training as outlined in the program Handbook and/or Course Catalog) as required by the State of California. Mentor training is differentiated based on the Mentor's time of service: **New** (first year), **Returning** (second and third year), and **Experienced** (four years and beyond). **New Mentors** must complete 3, state-required foundational Mentor Academies over the course of their first year (see Course Catalog for descriptions). After 5 years of service, **Experienced Mentors** review the foundational courses by serving as a “buddy” to a new Mentor and attend those training sessions with the new Mentor.

Required participation and professional learning includes:

- **Meet weekly with your Permit Holder(s)** for a minimum of 1 hour each week.
- Complete a **Mentor Self-Assessment (all 3 parts)**.
- Complete the annual online welcome, **The Launch**, within 2 weeks of enrollment (via Canvas, NCSOE's online school).
- Attend the required Mentor professional development trainings, including **The Launch, Orientation, Sharecase**, and **3 additional Mentor Academies or professional trainings of choice***.

*Mentors with accredited training from organizations outside of NCSOE may qualify for equivalency for the 3 additional professional trainings (6 hours). Verification of this training that includes dates within the current school as well as a description are needed to determine alignment between program standards and the training received. Full or partial equivalency may be granted. Mentors interested in this option should contact their Program Coordinator or the NCSOE Regional Director/Program Lead for Teacher Induction.

Note: Your Mentor stipend may be prorated due to absences from required trainings or lack of program completion/ requirements.

3. Support Activities of the Permit Holder

- **Use the Permit Holder/Permit Holder Mentor Overview and Roadmap document** as guidance.
- **Complete support activities.**

*Note: All formative assessment information is confidential and is the property of the Permit Holder and NCSOE. Permit Holders may share as much or as little as desired with his/her site administrator, but district personnel shall **not** use*

information generated through the Program for evaluation or employment purposes. Mentors are asked to maintain this confidentiality and to only discuss information about the Permit Holder(s) at his/her request. This is a critical aspect of the trust building needed to develop effective working relationships.

- **Conduct classroom observations** a minimum of twice each year (once in Fall, once in Spring) and provide specific feedback to Permit Holder(s). A Quick Observation in the Fall of the Permit Holder's classroom is to be included.
- **Facilitate and participate in Permit Holder(s)'s observations of other classes/colleagues**, if possible (check with district for guidelines). Provide model lessons for Permit Holder, if possible.
- **Schedule the Mid-Year Check-in Meeting with the site administrator and Permit Holder**, keeping the administrator apprised of program requirements and activities, and sharing the Mentor Self-Assessment as to how Mentor is supporting Permit Holder(s).
- **Complete local and/or state program survey activities.**
- **Provide additional assistance** to Permit Holder(s), when needed.
- **Notify District Coordinator or Program Lead/Coordinator** if Permit Holder is encountering other challenges.

4. Compensation

- **Mentors are compensated for their time and expertise.** NCSOE supports this compensation by sending funds (\$1,250 per Permit Holder) DIRECTLY to the school district, county office of education, non-public school, and/or independent charter school (private schools are not state-funded).
- In order for NCSOE to release funding to the district, Mentors must meet all program requirements. Funds may be adjusted according to level of participation and/or program completion, including attendance at meetings and required training as well as the Mentor Self-Assessment. If you have questions about your compensation, please talk to your District and/or Program Lead/Coordinator.

6. Reassignment of a Mentor

- If, for any reason, a Mentor and Permit Holder are not working together effectively, please **inform the District Coordinator, Program Lead/Coordinator or Regional Director** regarding a possible reassignment (See *Reassignment Policy* for additional information).
- Additional questions regarding your roles and responsibilities should be directed to your county Program Lead/Coordinator.