Smart Safe Start: New Teacher Induction Coordinator Letter of Agreement

This Letter of Agreement between the Human Resources Department, Newport News Public Schools, and ________________________________(Coordinator name) outlines the roles and responsibilities of both parties related to the Newport News Public Schools Enhancing Professional Practice (EPP) Mentoring Program.

Coordinator Roles and Responsibilities

1. In collaboration with the principal, match each novice with a mentor and submit a list of mentor/mentee matches to Human Resources Department.
2. Serve as a liaison to the Human Resources Department by
   • Attending seminars for NTI Coordinators with Human Resources
   • Facilitating and documenting monthly Professional Learning Community (PLC) sessions in PDMS (https://newport.schoolnet.com) with novice teachers and mentors focused on the Enhancing Professional Practice material, immediate/emerging concerns, and ways to improve practice.
   • Completing an end of the year report if requested.
3. Be an advocate for new teachers while maintaining confidentiality.
   • Accept a non-evaluative role in all interactions with new teachers.
   • Monitor mentor/mentee contact through the NNPS Professional Development Management System (PDMS).
4. Assess school-based implementation of the mentoring program.

Human Resources Department Roles and Responsibilities

1. Serve as an on-going resource to provide support and professional development to the NTI Coordinator.
   • Provide initial induction mentor training and advanced training for all coordinators when appropriate.
   • Provide training in the Enhancing Professional Practice Mentoring Program.
   • Maintain contact with the Site-based New Teacher Induction Coordinator to assess and monitor the effectiveness of the program.
2. Provide compensation to teachers who serve as the NTI coordinator based on required documentation.

3. Submit NTI coordinators names for relicensure points.

**Method of Compensation for Teachers**

Payment of the supplement is contingent upon satisfactory fulfillment of all responsibilities including the submission of the required documentation of PLC meetings and a final report. Human Resources authorizes compensation to the NTI Coordinator not to exceed $750 for the school year. This compensation will be paid in two installments, $375 in January and $375 in May.

**NOTE: In order for the NTIC to be eligible to receive the $750 supplement, there must be a minimum of three (3) novices teachers receiving mentoring services.**

NTICs are **NOT** encouraged to serve as a mentor for new teachers. In addition to the NTIC duties outlined in the Roles & Responsibilities section, NTICs will only be paid for mentoring a maximum of one (1) new teacher in addition to their NTIC duties. **The maximum supplement an NTIC can receive per year is $1500.**
SIGNATURE PAGE

I understand that in order for my school to be eligible for a funded New Teacher Induction Coordinator, my school must have hired a minimum of three (3) novice teachers. I accept the responsibility of NTI Coordinator for the _____________ school year as part of the New Teacher Induction Program. My signature below verifies that I have read and accept the roles and responsibilities outlined in the “New Teacher Induction Coordinator Letter of Agreement.”

________________________________________________          __________________
NTI Coordinator’s Name (Please Print)              School
________________________________________________
Signature        Date
________________________________________________
Deborah Richardson, Coordinator
Human Resources Department                 Date
(757-881-5061 x 11107)

Please return this signature page to Human Resources via FAX (757-597-2967) within five work days of “Date of Offer” indicated above. Keep the Letter of Agreement for your records.

1/20/12