Division Coordinator Roles and Responsibilities

1. Provide initial induction mentor training and advanced training for all mentors.

2. Provide training in using the Enhancing Professional Practice Mentoring Program materials.

3. Provide timely access to all online mentoring program materials.

4. Serve as an on-going resource to provide support and professional development to the mentors and new teachers.

5. Maintain contact with the Site-based New Teacher Induction Coordinator to assess and monitor the effectiveness of the program.

6. Provide compensation to mentor based on required documentation (PDMS logs, reflections, etc.).

7. Submit mentors’ names for relicensure points based on PDMS log.