Professional Criteria

All New Teacher Coordinators have the following qualifications:

- Continuing contract status
- Trained in best practices in mentoring
- Previously served as an effective mentor
- Demonstrated strong interpersonal and leadership skills
- Ability to engage in cooperative and collaborative activities with staff
- Evidence of exemplary classroom practice, including evidence of student achievement
- Evidence of a commitment to professional growth and learning
- Evidence of a respectful attitude for multiple perspectives
- Demonstrated attitude of respect from co-workers

Roles and Responsibilities

- In collaboration with the principal, match each novice with a mentor and submit a list of mentor/mentee matches to the Human Resources Department.
- Attend seminars for NTI Coordinators with Human Resources
- Accept a non-evaluative role in all interactions with new teachers
- Facilitate and document monthly Professional Learning Community (PLC) sessions with novice teachers and mentors focused on the Enhancing Professional Practice material, immediate/ emerging concerns, and ways to improve practice
- Monitor mentor/mentee contact through the NNPS Professional Development Management System (PDMS)
- Be an advocate for new teachers while maintaining confidentiality
- Assess school-based implementation of the mentoring program
- Attend PLC facilitator training conducted by Human Resources
- Serve as a liaison to the Human Resources Department

(Adapted from the New Teacher Center materials at the University of California, Santa Cruz)