Smart, Safe Start: New Teacher Induction
Mentor Letter of Agreement

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

Mentor Roles and Responsibilities

1. Establish a trusting relationship with the new teacher.
2. Use the EPP materials and follow the program as written.
   - Guide and explain the use of artifacts as a basis for reflection and improvement of practice.
   - Engage in professional dialogue to help the new teacher to reflect and implement effective practices.
   - Conduct no fewer than three classroom observations of the new teacher and provide feedback on professional practice.
3. Initiate and facilitate the minimum number of meetings per quarter for reflective conversation, as indicated by the EPP program.
4. Attend scheduled school-based and division level meetings mentor training.
5. Assist the new teacher in understanding the NNPS Teacher Performance Assessment process and the rubrics used for evaluating teacher performance.
6. Serve as an on-going resource throughout the school year to provide guidance and support to the new teacher.
7. Document all mentor/mentee contact by logging into the Professional Development Management System (PDMS).
8. Submit all required documentation to the Site-based New Teacher Induction Coordinator.

Human Resources Department Roles and Responsibilities

1. Provide initial induction mentor training and advanced training for all mentors.
2. Provide training in the Enhancing Professional Practice Mentoring Program.
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 mentor.
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.
Method of Compensation

Payment of the supplement is contingent upon satisfactory fulfillment of all responsibilities including the submission of the required documentation. The Human Resources Department authorizes compensation to the mentor not to exceed $750 per new teacher for the school year. This compensation will be paid in two installments, $375 per new teacher in January and $375 per new teacher in May. As primary administrator for the New Teacher Induction Program, the Human Resources Department reserves the right to reduce the mentor supplement by half ($187.50) based on the evidence provided by the mentor as outlined under Mentor Roles and Responsibilities. Human Resources also reserves the right to determine the quality and efficacy of the program’s outcome through appropriate evaluation measures which may include surveys, interviews, and PDMS logs.

Should any mentor disagree with this decision, the mentor has the option to appeal to the Assistant Superintendent for Human Resources and Support Services, whose decision will be final.

Requirements for Pay- 1st Semester
  o Submit to the Human Resources Department a signed Letter of Agreement
  o Quarter 1- Conduct five professional dialogues including a minimum of one (1) observation of the new teacher
  o Quarter 2- Conduct three professional dialogues including a minimum of one observation of the new teacher by Winter Break
  o Attend with your new teacher the monthly professional development sessions conducted by the site-based New Teacher Induction Coordinator
  o Log in all mentor/ mentee contact in PDMS ( https://newport.schoolnet.com )
  o Document a minimum of 10 hours contact time with the new teacher.

Requirements for Pay- 2nd Semester
  o Quarter 3- Conduct three professional dialogues plus a minimum of one observation of the new teacher
  o Quarter 4- Conduct two professional dialogues by May 1.
  o Attend with your new teacher the monthly professional development sessions conducted by the site-based New Teacher Induction Coordinator.
  o Complete an End-of-Year online survey.
  o Log in all mentor/ mentee contact in PDMS ( https://newport.schoolnet.com ).
  o Document a minimum of 10 hours contact time with the new teacher.
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SIGNATURE PAGE

I accept the responsibility of mentoring 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 Mentor Letter of Agreement.”

Mentor’s Name (Please Print) __________________________ School _______________________

Mentor Signature __________________________ Date _______________________

New Teacher’s Name __________________________ School _______________________

Deborah Richardson, Coordinator
Human Resources Department
757-881-5061 x 11107 __________________________ Date _______________________

Please return this signature page to Innovation & Development via FAX (757-881-5433) within five work days of “Date of Offer” indicated above. Keep the Letter of Agreement for your records.