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.