

Hope Charter Leadership Academy

Instructional Mentoring Agreement

Mentor: _____

Beginning Teacher (BT): _____

Mentoring will begin on _____ and will end on _____.

The Professional Development Plan (PDP)

The PDP will be drafted by the beginning teacher by _____. The mentor, admin staff, and the teacher will hold the Initial PDP Review meeting by _____.

The mentor and teacher will reflect on the PDP during regular mentoring meetings as described below. The mentor will keep a mentoring log, which will be approved by the teacher and shared with the principal.

The mentor, admin staff, and BT will hold the Mid-Year PDP Review meeting by _____.

The mentor, admin staff, and BT will hold the End-of-Year PDP Review meeting by _____.

Meeting Logistics

We will meet for 2 hours per month.

Our meetings will take place on _____, from _____ to _____.

The location of our meetings will be _____.

Our time will be documented on the mentor log. If one of us needs to cancel a meeting, we will give the other person a 24 hour notice, if possible. We recognize that unexpected things come up and that sometimes we are forced to cancel without notice.

If the mentor cancels a meeting, he/she will make every possible effort to reschedule as soon as possible. If the beginning teacher cancels a meeting, the mentor will make an effort to reschedule, but cannot always promise that this will happen due to his/her other commitments.

If cancellations become a pattern, the mentor and teacher agree to review the mentoring agreement.

Feedback

The mentor welcomes feedback from the BT at any time. The BT is encouraged to share feedback.

The mentor will ask the BT for formal feedback midway through the mentoring contract and at the end of their work together.

We agree to work together under the above-described conditions. We understand that doing so will increase the likelihood of serving all children and transforming our school.

Mentor Signature: _____

Date: _____

Beginning Teacher Signature: _____

Date: _____