
MENTOR/NEW TEACHER AGREEMENT



As a mentor my primary role is to provide assistance and support to my new teacher. I will implement the Louisiana Focused Coaching Model in order to enhance my new teacher's development. I will review all mentoring materials provided in the **Mentor Handbook** and assist my new teacher. I understand that all discussions and all data collected will be kept confidential and that I am responsible for assisting my new teacher in the following:

- ❖ Demonstrating effective teaching practices by serving as a role model in teaching and professional behaviors,
- ❖ Reviewing all completed Needs Assessments and providing follow-up assistance,
- ❖ Observing my new teacher and/or inviting my new teacher to observe in my classroom,
- ❖ Meeting with my new *teacher weekly or as needed,
- ❖ Developing Action Plans as needed,
- ❖ Developing and maintaining a Mentor Accountability Log,
- ❖ Securing additional resources as needed,
- ❖ Conducting an advisory pre-observation interview, observation and post observation conference,
- ❖ Developing and monitoring Professional Growth Plans and
- ❖ Providing assistance with the teaching portfolio/work sample.

*Time spent in weekly meetings should total a minimum of 30 hours over the course of the school year. Thirty hours is the equivalent of one-half hour of contact on a weekly basis over 36 weeks plus eight occasions of 1 ½ hour classroom interviews/observations/conferences between the new teacher, mentor or support members.

As a new teacher participating in the **Louisiana Teacher Assistance and Assessment Program (LTAAP)**, I agree to work collaboratively with my mentor. I will accept assistance, support, and suggestions in order to enhance my effectiveness as a classroom teacher. I understand that all discussions and all data collected will be kept confidential.

Mentor Signature/Date

New Teacher Signature/Date

Principal's Signature/Date

School Name

(Signatures indicate that we have discussed and agreed upon the above.)

PLEASE NOTE: HAVE ABOVE PARTIES SIGN THIS AGREEMENT AND MAKE COPIES FOR THE MENTOR, NEW TEACHER, AND PRINCIPAL FOR HIS/HER FILES. THANK YOU!