



**Instructional Mentor Commitment Letter**

To: Instructional Mentor Applicant  
From: The Office of Professional Development

*The Instructional Mentor supports a novice teacher inductee with 0 to 2 years of K-12 teaching experience who is not supported by a Clinical Professor or an Induction Coach. The Instructional Mentor may work with one inductee in a given year.*

I, \_\_\_\_\_, from \_\_\_\_\_ would like to  
(mentor) (school)  
participate as an Instructional Mentor for during \_\_\_\_\_ during the 2011-2012  
(inductee)  
school year.

**If selected, I agree to:**

- Meet with the inductee for a **minimum of 24 hours**  
(Beginning in August or early September and completed by Apr. 30)
- Explain building processes and procedures
- Provide guidance about professional expectations for behavior and performance
- Support inductee with classroom management strategies
- Anticipate and provide timely information about annual events, deadlines, and requirements
- Monitor and support completion of induction requirements
- Provide information about school values, beliefs, and customs
- Review district content standards and curriculum
- Help locate course descriptions, syllabi, and assessment tools
- Assist with short and long term standards-based instructional planning
- Provide the inductee with on-going feedback

**In addition, I agree to:**

- **Complete the district Mentor Training course** before the end of the 2011-12 school year. Mentors will receive 1.5 semester hours professional development/salary credit for completing the course.

**OR**

- **Attend a Mentor Meeting** to review requirements and tips for mentoring. (This is for mentors who have previously taken and completed the district mentor training course)
- Document in a **log** the equivalent of 24 hours of meeting/interaction time with each inductee. In addition, you must provide your inductee with a signed copy of the log to satisfy his/her induction requirements.
- Write an **End-of-Year Reflection** about the mentoring experience.

**Upon completion of these expectations, I shall receive (check one):**

\_\_\_ \$650.00 (Please Note: The stipend for the instructional mentor includes time for completing the log and the reflection.)

**OR**

\_\_\_ 1.5 semester hours of professional development/salary credit for mentoring

*I shall be awarded a stipend of \$650.00 OR 1.5 semester hours of professional development/salary credit for my work as an Instructional Mentor.*

Signature of Instructional Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee ID # \_\_\_\_\_

Signature of Inductee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline for Submission: October 9, 2011 (Return to Linda Lang, LSC)**