

Qualifications for the Classified Mentor

A competent, experienced Mentor who:

- has completed a minimum of two full school years in their current position
- is located in close proximity and easily available to the inductee
- is assigned to the same or similar position as the Inductee
- is able to build rapport with Inductees
- is receptive to new ideas and multiple methods of planning
- is skilled in mentoring Inductees
- is knowledgeable and competent in areas of expertise

Responsibilities for the Classified Mentor:

- To meet with the Inductee for a minimum of **12-15 hours off contract time** for each Inductee supported (beginning in August or early September and completed by May 15th)
- To explain building and district processes and procedures
- To provide guidance about professional expectations for behavior and performance
- To anticipate and provide timely information about annual events, deadlines, and requirements
- To monitor and support completion of Inductee requirements
- To ensure Inductee completes appropriate Skill Block Training sessions
- To help locate necessary resources and tools

A Classified Mentor Must:

- Complete Mentor Training. Mentors will receive eight (8) hours of professional growth for completing this course
- Provide a log, documenting the equivalent of **12-15 hours off contract time** of meeting/interaction time with each Inductee (*Mentors may use the 4 hours attendance at the Fall Orientation as well as any Mentor group meetings called after contract hours toward these hours.*)
- Provide an end-of-mentor reflection about the mentoring process
- Complete and submit the Induction Program Cover Sheet listing accomplishments completed during the Mentor / Inductee partnership

Compensation for the Classified Mentor

- \$250 stipend for each Inductee supported (not to exceed two Inductees) to be paid in June of the current year