

**New Teacher Mentoring and Development Department
Mentor Criteria and Responsibilities
2007-2008**

CRITERIA FOR CAMPUS MENTORS:

1. Hold valid Texas teaching credentials
2. Have a full-time teaching assignment
3. Have a minimum of 3 years of teaching experience (at least one year with DISD)
4. Have been rated "proficient" or "exceeds expectations" on evaluations for the last 3 school years
5. Have demonstrated exemplary teaching ability as indicated by effective communication skills (both orally and in writing), knowledge of subject matter, mastery of teaching strategies, computer literacy, and presentation skills
6. Be designated by the principal
7. Be trained by NTSD department
8. Able to provide guidance, advice and support to another adult
9. Easily accessible to the mentee(s)
10. Have a district e-mail address
11. Willing to have the mentee observe his/her teaching

RESPONSIBILITIES FOR CAMPUS MENTORS:

- Attend training yearly.
- Complete a classroom observation at the beginning of each semester.
- Ensure that the Action Plan meets the rubric criterion, and fax the completed Observation Form and Action Plan to the NTMD at the beginning of each semester or within 15 days of the hire date.
- Complete Communication Logs with each assigned mentee, indicating a minimum of one individual meeting per week.
- Ensure that the signed Communication Log meets the rubric criterion and fax the completed logs to the NTSD by each deadline during the school year.
- Maintain confidentiality.
- Attend NTST monthly meetings with mentee.
- Meet regularly with the mentee and provide professional assistance.
- Participate in joint planning with mentee(s) and model instructional practices.