



Dallas Independent School District
Professional Development
New Teacher Support and Mentoring

**2009 – 2010 New Teacher Support Team Chairperson and
Alternate Acceptance Form**

Name _____ Employee ID number _____

Campus _____ Groupwise email address _____

Designation (check one): NTST Chairperson
 NTST Alternate Chairperson

Responsibilities of the New Teacher Support Team Chairperson

1. Attend districtwide New Teacher Support Team Chairperson (NTST) training and meetings
2. Disseminate New Teacher Support and Mentoring Department (NTSM) information to all mentors
3. Conduct meeting with the New Teacher Support Team at least once a month to include mentors, beginning teachers, an administrator, and the chairperson
4. Send NTSM a copy of meeting minutes, including signature of attendees
5. Notify NTSM of changes in mentors or new teachers by sending an updated profile
6. Ensure that a mentor is assigned to a new teacher within fifteen days of a new teacher's hire date
7. Ensure that at least two NTST-sponsored social activities are conducted for new teachers each semester and send NTSM a copy of the sign-in sheets and any other documentation of the session
8. Maintain copies of the following documentation:
 - a. Information and certificates of attendance provided at district NTST trainings and meetings
 - b. Minutes from monthly campus NTST meetings
 - c. Roster and certificates of trained mentors
 - d. Current profiles
 - e. Documentation of NTST social activities
9. Register for one of the following NTST Chairperson's trainings: May 13 - #9025012 or May 20, 9025013. These will be held in room 738 of 2909 Buckner Blvd. from 2:30 - 4:00 p.m.

I certify that I have read and I understand the Responsibilities of the New Teacher Support Team Chairperson. My signature verifies that I agree to serve in the position indicated above. I also understand that I must attend the Mentor Training and the NTST Chairpersons trainings and meetings to satisfy the requirement for this position.

Signature _____ Date _____

Keep original on file at your campus. Fax this form to (972) 794-3535 by April 30, 2009. For questions, please contact **Sylvia Hunt** at syhunt@dallasisd.org.