

**New Teacher Mentoring and Development Department
TEA Mentor Criteria and Responsibilities
2009-2010**

CRITERIA FOR TEA 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 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 in advanced mentoring skills
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 TEACAMPUS MENTORS:

- Attend advanced mentor training.
- Complete 2 classroom observations per semester.
- Ensure that the Action Plan meets the TEA 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. (Must be on TEA forms.)
- Complete Communication Logs with each assigned mentee, indicating a minimum of two individual meetings per week.
- Ensure that the signed Communication Log meets the TEA rubric criterion and fax the completed logs to the NTSD by each deadline during the school year.
- Maintain confidentiality.
- Attend NTST monthly meetings and social activities with mentee.
- Meet regularly with the mentee and provide professional assistance.
- Participate in joint planning with mentee(s) and model instructional practices.