Designated Mentor Responsibilities and Duties

**Designated Mentors** are paid mentors of zero-experienced educator that have the primary responsibility of providing individualized and target support. Highly trained and prepared mentors are the linchpins in the PWCS mentoring program.

**Responsibilities and Duties**

* Meet regularly with mentee (once per week recommended) to engage in informational discussions, problem-solving/continuous improvement dialogue, reflection, pre- and post- observation conferences, and/or coached planning.
* Work with mentee to establish a quarterly observation schedule to include mentee observe mentor, mentor facilitates observations of other teachers, mentor observes mentee. See resources for more information and tools for observations.
* Attend mentor meetings with mentee.
* Complete mentor interactions as required by the Mentor Induction Curriculum.
* Utilize resource mentors to support the work of both you and your mentee.
* Complete a Mentor Interaction Log quarterly and give a copy to the lead mentor (evidence for stipend and provides information for planning and program improvement by the Lead Mentor and Office of Professional Development).
* Participate in learning and continuous improvement as a mentor.
* Model professionalism and maintain confidentiality.