

**ACTION REQUIRED
by August 17, 2011**

MEMORANDUM

August 8, 2011

TO: Principals
FROM: Human Resources, Professional Support and Development
SUBJECT: **MENTOR-BEGINNING TEACHER ASSIGNMENTS AND MENTOR INFORMATION**
CONTACT: Vanessa Nieto-Gomez vnietogo@houstonisd.org, Gail McGee gmcgee@houstonisd.org
713-696-0600

TEA and HISD require a campus-based mentor for all **first-year** (zero years of previous experience) **and second-year beginning teachers**, as identified by Human Resources. In order to ensure that beginning teachers are fully supported, principals are asked to identify the most qualified teachers on their campus and invite them to apply for the Mentor position.

The following steps outline the process of identifying mentor candidates and setting up mentor-beginning teacher relationships:

- 1) **Identify all first and second year teachers on your campus.** - Your PeopleSoft position control or certification reports are resources to confirm beginning teachers (i.e. teachers on pay step 1). Your Human Resource Business Partner can also confirm new hire status. In addition, identify any vacancies in the event that a beginning teacher will fill this position.

- 2) **Identify experienced, effective teachers to submit as Mentor candidates –**
 - Access the [Professional Development department website](#) and click on the Mentor tab
 - Locate the HISD Mentor Selection Tool to identify teachers who personify the qualities of an effective mentor and meet the minimal requirements to serve as a mentor. as defined by the Texas Education Agency: *having a minimum of three years of teaching experience with a superior record of assisting students in achieving improvement in student performance.*

- 3) **Assign and submit your Mentor candidates for each beginning teacher** - Complete the Mentor Assignment spreadsheet located on the [PD Mentor tab](#) and save to your desktop renaming as **[SCHOOL NAME]_MENTORS 2011**. Email the completed spreadsheet to ABRAZO@houstonisd.org by **August 17, 2011**.
 - It is important to identify mentors by August 17th in order to allow time for central screening and communicating registration steps for mentor training.
 - Remember to include your campus contact person on the spreadsheet. This can be the principal, another administrator, or an identified campus teacher leader. (**NOTE:** The role of Campus Induction Coach (CIC) is no longer supported with a stipend. Campuses may provide their own incentive.)

- 4) The PD Central Support Mentor Team will invite candidates to complete an application to confirm they meet the minimum criteria (refer to step 2 for reference to the criteria).
 - If your mentor candidate does not meet the criteria, you will be contacted for a replacement candidate. Candidates submitted by August 17 will be screened no later August 31st.
 - Mentors who are successfully screened receive an email directly indicating next steps. Mentors should work with the principal to formally introduce the mentor/beginning teacher partnership and set expectations for support throughout the year.

- 5) **Enter the mentor/beginning teacher relationship into the online management system Mentor Activity System (MAS)** - Mentor relationships should be entered by September 9, 2011.
 - MAS only gives administrative access to principals and the campus contact provided by the principal (in step #3). A principal or campus contact must enter relationships in MAS by September 9, 2011. Directions to navigate MAS are located on the Mentor tab of the PD department website.
 - MAS serves as the legal document to formalize mentor-new teacher relationships.

Training Requirements for Mentor Teachers

TEA requires that mentors *complete an approved mentor-training program provided by the district*. This year's required mentor training (6 hours) will be differentiated based on the mentor's experience.

- Individuals who served as a mentor in 2010-2011 will complete Coaching and Observations training in 2011-2012.
- Teachers who did not serve as a mentor in the 2010-2011 year, will complete Instructional Mentoring training in 2011-2012.

Mentor Stipends

Stipends will be paid to selected campus-based mentors assigned to 1st and 2nd year beginning teachers (HISD employees) who meet the district mentor program requirements.

Mentor to First-year Teacher	\$600
Mentor to Second-year Teacher	\$400

If you have questions, please contact Vanessa Nieto-Gomez vnietogo@houstonisd.org or Gail McGee gmcgee@houstonisd.org - 713-696-0600.

AB/mes/gm/vng

cc: Zoe Stemm-Calderon
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