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## Ashe County Schools – First Year Teacher Mentor

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Mentor Name	
School Site	
Mentee Name	

### Roles and Responsibilities

- Attend mentor certification and update training.
- Schedule daily/weekly meets with mentee through a common planning time, in team meetings, one-to-one conferences, telephone conversations, email, or during classroom visits.
- Provide information about procedures, guidelines, or expectations of the school district.
- Collect, disseminate, or locate materials or other resources.
- Share information about teaching strategies, the instruction process, lesson design, managing students, classroom organization, and daily routines.
- Provide peer support through learner-focused relationships and shared experiences.
- Maintain contact documentation for each month during the school year. *(use checklist)\** Maintain confidentiality in the mentoring process.
- Complete one lesson observation each semester.
- Establish goal setting procedures.
- Reflect on accomplishments and areas of needed growth.

### Documentation Packet

As a mentor of a first year teacher you are requested to:

- Use a first year teacher assessment to identify the greatest areas of need for your mentee.
- Checklists
- Beginning Teacher/Mentor Contact Log
- Complete an evaluation at the end of your mentoring year.

This entire packet should be returned to the Staff Development office prior to May 30 of current school year.