

# Kansas Model Mentor and Induction Program Guidelines for New Teachers

*Effective for initial licenses with issue dates of July 1, 2017, or after.*

Each local education agency (LEA) shall have an approved program providing systemic mentoring and induction support to all new teachers. The program must include, but is not limited to, the following:

1. Mentoring and Induction support must be mentee driven. Mentees are required to complete a needs assessment. The results of the needs assessment are to be used to match the appropriate mentor to the mentee.
2. Program provides practical application of practices that outline a new teacher's professional learning needs related to: the learner and learning; content knowledge; instructional practice; professional responsibility.
3. Program must include selection criteria and training for mentors:
  - A. Selection Criteria:
    - i. Mentor must have a professional license in effect.
    - ii. Mentors must complete approved mentor training.
    - iii. A pool of mentors should be in place by the end of each school year.
    - iv. Mentors must be matched to the mentee by the first day of the contract.
  - B. Training:

Mentors must be trained prior to the start of the school year, or prior to being assigned a mentee. Initial mentor training is paired with ongoing professional learning for the mentor. Mentor training must include, but may not be limited, to the following components:

    - i. Learning to observe, coach, and give constructive feedback to peers, Including strategies for self-reflection;
    - ii. Utilizing best instructional practices, classroom management, and organization;
    - iii. Dealing with difficult or resistant people and conflict resolution;
    - iv. Enhancing communication skills and building relationships;
    - v. Clarifying mentor's roles and responsibilities;
    - vi. Practicing time management; and
    - vii. Developing knowledge of school/district policies and procedures including student assessment, curriculum, guides and supplemental resources.
4. Program provides multi-year support for the mentee. A minimum of two years of structured support is required, with an annual needs assessment to determine needs of mentee into 2<sup>nd</sup> year and beyond, if needed. Support during the required two years of structured mentoring must include:
  - A. Regular communication
  - B. Observation of other classrooms
  - C. System for mentor to provide reflective verbal dialogue and feedback.
5. Accountability measures of program effectiveness should include retention data of new teachers, evaluation of progress on needs assessments and feedback by the building principal.