

Fort Calhoun Teacher Mentoring Program

Human Resource Intake:

New teachers will meet with the business director to fill out all necessary paperwork. Paperwork will include background check, insurance, direct deposit, tax forms, benefits, etc.

New Teacher Orientation Day:

New teachers will meet their mentor teachers tentatively the week before school starts. During this time new teachers and mentors will discuss instructional practices, school discipline procedures, grading procedures, student information system, operational procedures, etc.

Classroom Visits:

The new teacher will observe the mentoring teacher once a quarter for the first year. The mentor teacher will observe the new teacher once a quarter for first year. Following each observation the two will visit and fill out a post observation form.

Mentor Teacher Responsibilities:

Mentoring teachers will be the available to answer any day-to-day operations questions. Questions that may pertain to grading, moodle, purchase orders, copies, request for leave, classroom management or instructional practices, etc. The mentoring teacher will guide the new teacher in any areas of concern or direct them to the appropriate personnel.

Compensation:

At the end of the year once all documentation has been submitted to the building principal the mentor teacher will receive a stipend of \$300.