

**DISTRICT MENTORING PLAN**



**2024-2025**

**Dr. Tracy Handerhan, Superintendent of Schools**

**Mrs. Jennifer McCann, Assistant Superintendent of  
Curriculum & Instruction**

**Mrs. Kelly Bond, Assistant Superintendent of Special Services**

**Mr. Michael Scarano, Director of Human Resources**

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## **Introduction**

The Wall Township Public School District's Mentoring Program is designed to provide non-tenured teachers, including novice professional teachers who hold a Certificate of Eligibility (CE) or Certificate of Eligibility with Advanced Standing (CEAS), with an induction to the teaching profession and to the school community through differentiated supports based on each teacher's individual needs and to help them become effective professionals.

The goals of the District Mentoring Program are to enhance teacher knowledge and strategies related to the New Jersey Student Learning Standards, to facilitate student achievement and growth, to identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching, and to assist first-year teachers in acclimating to the profession and adjusting to the challenges of teaching. The WTPS District Mentoring Plan is in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq., and district Policy #3126 - District Mentoring Program.

## **Definitions**

**Novice Teacher:** A novice teacher is a beginning educator who is assigned to and works with a mentor. The novice teacher attends the NTO, and works with an assigned mentor on a daily to weekly basis to fulfill the requirements of the Provisional Teacher Program.

**New Teacher:** The new teacher is one who is experienced outside of the Wall Township School District and holds a Standard Certificate or second year Provisional Certificate. The new teacher also attends the NTO and the monthly meetings however no mentor is assigned.

**Mentor:** A mentor is an experienced educator who observes, supports, and coaches the novice teacher throughout the Provisional Teacher Program.

**Provisional Teacher Program:** A state mandated program that requires a novice teacher to be mentored by a veteran teacher, and complete the required number of hours/weeks described in the district's mentoring plan. The novice teacher's transition from a Provisional Certificate to a Standard Certificate occurs when the novice teacher receives two out of three years an Effective or Highly Effective Summative Evaluation, and documentation in completing the District Mentoring Program.

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



**New Teacher Orientation:** As a means of induction into the education profession and as a member of the Wall Township Public School District staff, a variety of mentoring structures are in place to new staff.

1. All new staff participate in a New Teacher Orientation (NTO) prior to the opening of school. The NTO is a comprehensive introduction including, but not limited to, teacher evaluation training on the district-adopted Marzano Focused Teacher Observation Model, development of student growth objectives (SGOs) and Professional Development Plan (PDP), curriculum, assessment, instructional technology, professionalism, special education overview, building tour, an introduction to the Wall Township Education Association, and guidance on state-mandated trainings.
2. In addition, all new staff attend monthly meetings to enhance pedagogical practices as it relates to student outcomes.

## Mentoring Supports for Non-Tenured, First Year Teachers

### Experienced Teacher New To District (New Teacher)

- Comprehensive orientation to district policies and procedures (NTO)
- Individualized supports specified in the professional development plan (PDP) based on level of preparation and experience
- New PDP created within 30 days of new assignment

### Novice Teacher Holding CEAS (traditional route)

- Comprehensive orientation to district policies and procedures (NTO)
- One full school year of 1-1 mentoring from beginning of assignment, prorated for part-time teachers
- Mentor/mentee meet at least twice per week for first 4 weeks of assignment
- Mentor leads mentee in guided self-assessment on district's teacher practice instrument
- New PDP created within 30 days of new assignment

### Novice Teacher Holding CE (alternate route)

- Comprehensive orientation to district policies and procedures (NTO)
- One full school year of 1-1 mentoring from beginning of assignment, prorated for part-time teachers
- Mentor/mentee meet at least twice per week for the first 8 weeks of assignment
- Mentor leads mentee in guided self-assessment on district's teachers evaluation instrument
- Mentor aligns support to mentee's preparation curriculum
- New PDP created within 30 days of new assignment

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## Mentoring Selection, Training, and Payment

The district is highly committed to the selection, training, and appointment of quality mentors who demonstrate a strong command of content and pedagogy, understand the resources and opportunities available and are able to act as a referral source, and understand the social and workplace norms of the district and community.

The district shall provide a training program for all mentors, which will include, but is not limited to, the district's teacher evaluation rubric and practice instrument; the NJ Professional Standards for Teachers; the NJ Student Learning Standards, classroom observation skills; facilitating adult learning, and leading reflective conversations about practice.

### The mentor shall:

- Demonstrate a record of success in the classroom and have earned a summative rating of Effective or Highly Effective on most recent summative evaluation. In cases where summative evaluation is delayed, the mentor shall have earned a rating of Effective or higher on the teacher practice instrument.
- Have at least 3 years teaching experience, with at least 2 completed within the previous 5 years.
- Not serve as mentee's direct supervisor or conduct evaluations.
- Complete the district [Mentoring Training Program](#) offered Fall or Spring in the district and certify completion.
- Provide in-person contact time over the course of the academic year, or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.
- Meet with the novice provisional teacher holding a CEAS twice per week for the first 4 weeks of the assignment.
- Meet with the novice provisional teacher holding a CE twice per week for the first 8 weeks of the assignment.
- Provide observation and feedback, opportunities for the novice teacher to observe effective practice, confidential guidance and support in accordance with the Professional Standards for Teachers, and guide the teacher in self-assessment on the Marzano Focused Teacher Observation Model.
- Maintain a Novice Provisional Teacher Mentoring Log and record contact time with mentees. Principals review/sign logs and mentors submit logs to the Human Resources Office on the last working day of each month.
- Payment of mentors is overseen by the district's administrative office. Payments shall not be conferred directly from provisional novice teacher to mentor.
- Observe the Novice Teacher at least 4 times in a school year.

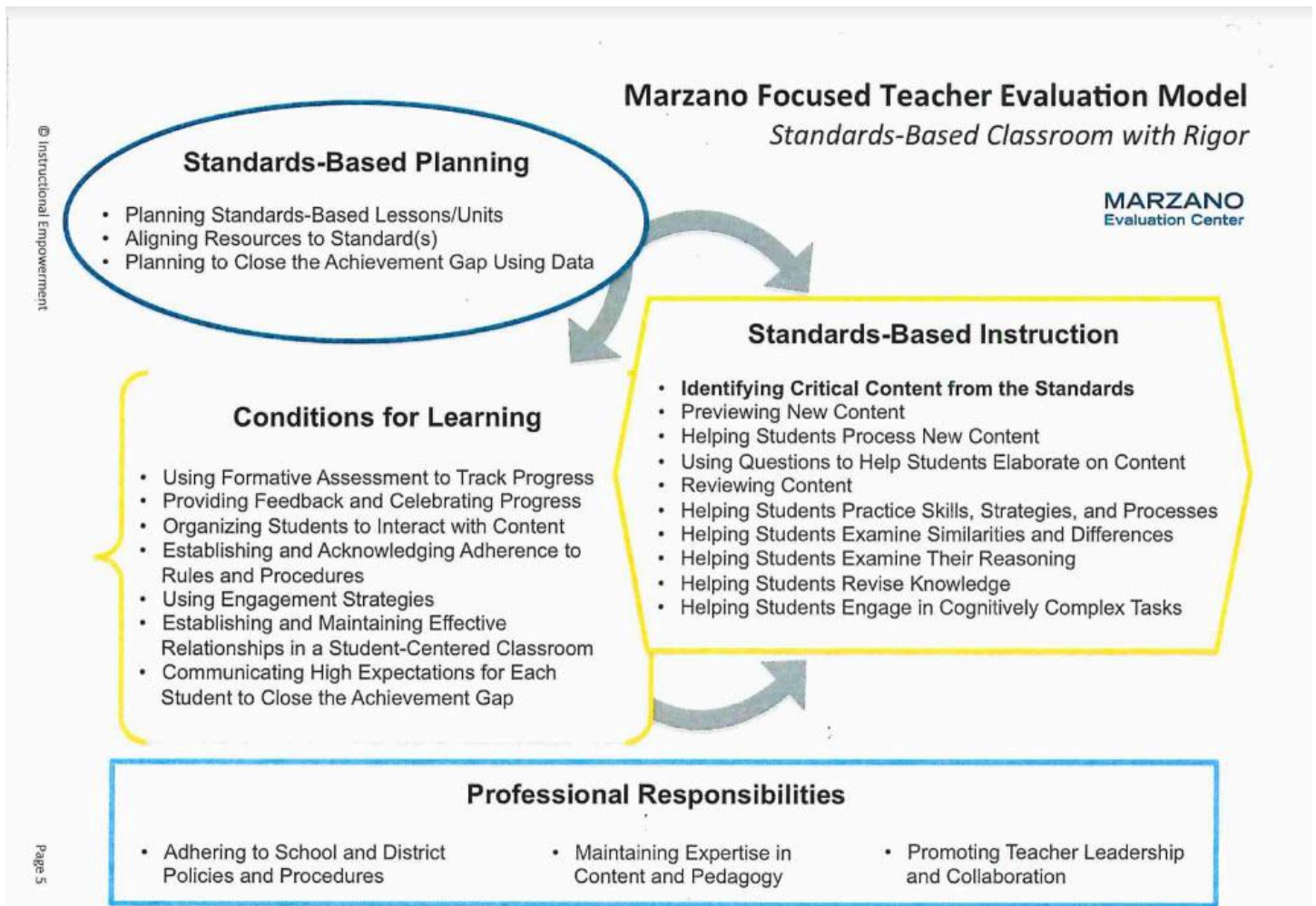
## WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



### The novice teacher/new teacher shall:

- Develop rapport with all members of the school community
- Commit to the development of the mentor-novice/new teacher relationship
- Foster effective written and verbal communication skills
- Be receptive to feedback
- Set goals and expectations for instruction
- Openly discuss successes and failures
- Practice active self-reflection in order to improve practice and student outcomes
- Attend the NTO and the monthly meetings
- Develop a PDP with coordination of mentor and supervisor/principal
- Observe the mentor's classes and/or other teacher's classrooms at least four times (Novice Teacher Only)

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## Resources

[New Jersey Professional Standards For Teachers](#)

[New Jersey Student Learning Standards](#)

[AchieveNJ / SGO Overview / Teacher Evaluation Framework](#)

[Mentor Training Program and Resources](#)

**Support Program/Cohort Outline**-The district has established a 4 year support program/cohort for non-tenured staff who are in the Provisional Program. The support program will run for new provisional staff members until tenure is obtained.

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## Mentor Teacher Application

Postings for mentor teacher position applicants will be available each year. Employees interested in being considered for the position of mentor must submit an application through the on-line system. Administration will select an applicant to serve in the capacity of mentor for a specific novice teacher assignment.

**Directions:** Answer the following questions

Name: \_\_\_\_\_

School: \_\_\_\_\_ Subject/Grade Level: \_\_\_\_\_

1. Why do you want to be a mentor? What abilities and experiences do you bring to the process of mentoring novice teachers?

2. How are you keeping current in curriculum areas?

Selected mentor assignments will be approved by the Board of Education and each mentor assignment will include the specific number of weeks required for each assignment (ex. 30 weeks)

Approved mentors must complete and verify the required training before serving in the mentor role.

# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## As a Wall Township School District Mentor I pledge to:

1. Maintain a confidential relationship with my novice teacher. I will not share conversations or observations with administrators, peers, or students. The only exceptions are those situations in which I am required by law to report an incident to the administration.
2. Visit the novice teacher's classroom when mutually decided. An administrator or supervisor cannot ask me to do so.
3. Observe my novice teacher in a non-evaluative fashion.
4. Accept payment. A professional relationship with my novice teacher, including my time and experience is a valuable practice.
5. Teach my novice teacher the basic ethics of teaching.
6. Advise my novice teacher on the ways to deal with issues in the classroom involving student safety.
7. Be a role model for my novice teacher.
8. Practice conflict resolution if an issue arises between the novice teacher and myself.
9. **I certify that I have completed the required Mentor Training Program for the current mentor/mentee assignment.**

---

Name of Mentor Teacher

---

Signature of Mentor Teacher

---

Date

Mentor: Please return this form to the Office of Human Resources when completed.



# WALL TOWNSHIP PUBLIC SCHOOL DISTRICT



## MENTORING CONTRACT

The mentoring contract brings together the Mentor, Novice Teacher, and Supervisor/Principal, and indicates what are the responsibilities of each member. With faithful participation, the education of students will be enhanced.

### ***The Mentor and the Novice Teacher agree:***

1. to develop a professional and collegial relationship.
2. to keep all discussions confidential.

### ***The Mentor agrees:***

1. to review the background of the novice teacher in order to provide the right amount of support.
2. to confer regularly with the novice teacher.
3. to observe the novice teacher four times and provide feedback, coaching, and support following those observations.
4. to complete the minimum 30 weeks of face to face consultation with the novice teacher.
5. to attend the mentor training workshop provided by the Wall Township School District.

### ***The Novice Teacher agrees:***

1. to observe the mentor's classes and/or other teachers' classes at least four times.
2. to be open to the feedback provided by the mentor.
3. to seek out the mentor for answers to questions.
4. to maintain open communication with the mentor.

### ***The Supervisor/Administrator agrees:***

1. to observe and evaluate the novice teacher.
2. to provide support to both the mentor and novice teacher.
3. not to solicit evaluative comments from the mentor concerning the novice teacher.
4. to allow observation opportunities for both the novice teacher and the mentor.

Mentor \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Novice Teacher \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor/Principal \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal: Please return this form to the Office of Human Resources when completed.

**WALL TOWNSHIP PUBLIC SCHOOL DISTRICT**



**Novice Provisional Teacher Mentoring Log  
(Maintained by Mentor)**

Instructions: Please log each session with your mentee. Submit this log form to Lisa Rosamilia in Human Resources on the last working day of each month for the duration of your mentorship.

Please maintain a copy for your records

School Year: \_\_\_\_\_ School: \_\_\_\_\_

Mentor Name: \_\_\_\_\_ Mentor Signature: \_\_\_\_\_

Mentee Name: \_\_\_\_\_ Mentee Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Total Number of Weeks Completed This Month: \_\_\_\_\_

<u>Date</u>	<u>Time</u> From: To:	<u>Description of Activities</u>	<u>Total Time</u>

WALL TOWNSHIP PUBLIC SCHOOL DISTRICT