

# Lead Mentor Responsibilities

- ❑ Work with the school administrator to ensure all provisional educators are assigned to a trained mentor.
- ❑ Provide documentation required by law, policy, or rule.
  - ❑ Help the school administrator update information in the shared School Mentoring Google Document (spreadsheet).
  - ❑ Assist the school administrator to ensure that mentors and provisional educators sign the Mentor Responsibility Document (contract), which is kept at the school.
- ❑ Work with the school administrator to ensure that all assigned mentors have completed the New Mentor Training provided by the district.
- ❑ Work with the school administrator and/or the district Mentor Teacher Specialist to ensure that all mentors receive ongoing mentor professional development.
- ❑ Serve as the contact person for the school's Touchstone and district Mentor Teacher Specialist.
  - ❑ It is recommended that the Touchstone and Lead Mentor meet twice a month.
  - ❑ Arrange coaching with the Touchstone as needed.
- ❑ Attend all Touchstone/Lead Mentor trainings.
- ❑ Model the USBE *Competencies of a Quality EYE Mentor*.
- ❑ Exhibit a deep understanding of effective pedagogy, classroom management, and application of the Jordan School District Multi-tiered Support System (MTSS).

The Lead Mentor stipend will be as follows and paid on the May paycheck:

- 1-8 Provisional Educators: \$200
- 9-16 Provisional Educators: \$250
- 17 + Provisional Educators: \$300