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Teaching & Learning Department
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July 2022

Dear Admin and Lead Mentor,

We hope you have had a relaxing summer. We are emailing to update you on some changes that have happened in the Mentoring Department for this coming school year.

New Mentor Training

We have been directed to make some changes to new mentor training. The training will be a 3-hour online CANVAS course. Teachers can sign up on JPLS for an August or September class. See the attached flyer for more information.

Ongoing mentor professional development will be happening in schools throughout the year directed by the lead mentor. We will have more information for lead mentors at our first meeting.

Mentor Contact

The mentor contract has been revised. We have attached a copy to this email. Mentors will be required to show 8 hours of mentoring activities to receive their pay. They will need to have evidence to show that they have completed their hours. We will go over this more at our lead mentor meeting.

Induction

HR is creating a CANVAS induction course for new educators. Please keep an eye out for more information coming from HR.

Our induction resources are also ready for your use. These are resources to help you as you develop your school induction. We will add all lead mentors to the Mentor Department Resources CANVAS shell this week. You will receive an email invite from Canvas. Please let us know if you have questions about those resources.

Lead Mentor Training Dates

All trainings will be held in the ASB auditorium.

Secondary training time is 7:30-10:30 and Elementary time is 12:30-3:30 pm. The dates are Sept. 22nd, Feb. 7th, and April 27th.

Attached to this email are the following:

New Mentor Training Flyer
Update Mentor Contract

Lead Mentor Training Flyer

Thank you for all you do for your new teachers. We appreciate your support. Please email your District Mentor Specialist any questions you may have.

Sincerely,
The Mentor Department

Judy Jackman
Rebecca Kirkman
Patrica Tingey
Amy Wood