

## KCCTE 2024-25 Mentor Responsibilities

### **Mentor Requirements (for approval):**

- Secondary mentors must hold a professional teaching license or certification.
- Secondary and post-secondary mentors must have completed three years of teaching experience at the secondary or post-secondary level.

### **A KCCTE Mentor will:**

- maintain a mentoring relationship with multiple mentees (preferred ratio not to exceed three mentees to one mentor).
- commit to a two-year relationship with the assigned mentee(s).
- successfully complete required trainings.
- be prepared to begin the mentoring relationship by contacting assigned mentee(s) when assignment is made. Mentors should help first-year mentees get acclimated to their classroom/lab and provide constructive feedback to any second-year mentees.
- provide reflective dialogue and feedback to mentees within the online discussions and submit monthly interaction reports documenting interactions with the assigned mentee(s) and sharing achievements and struggles.
- participate in bi-annual meetings with assigned KCCTE consultant.
- complete an end-of-year evaluation of the mentoring program.
- complete and submit all requested KCCTE forms and records by requested deadlines.

### **The KCCTE Mentor will meet the following minimum requirements within the assigned mentoring network:**

1. Using the New Teacher Inventory, work with mentee to determine three goals to work on throughout the year. Periodically discuss status with mentee and, if needed, determine new goals.
2. Provide practical application of practice in the following areas with each mentee and within the online mentoring network:
  - a. The learner and learning
  - b. Content knowledge
  - c. Instructional practice
  - d. Professional responsibility
3. Conduct regular, direct communication with assigned mentee(s) and complete monthly detailed Interaction Records.
4. Participation in Community Discussion Forum. Watch for any posts from your assigned mentee(s) and be sure they receive adequate response.
5. Work with assigned mentee(s) to visit their lab/classroom via best method (in person, Zoom, FaceTime, Google Meet, etc.). Provide thoughtful constructive feedback.
6. Ensure assigned mentee(s) conduct(s) a minimum of two CTE classroom observations to gain insight into some of the best practices to incorporate into their classroom per year. Observations can be in any CTE content area and the mentee should enter details for each observation.

### **KCCTE will:**

- Assign a consultant to work directly with mentors in each pathway. Consultants will regularly engage with mentor to provide support and assistance as the mentor works with their assigned mentee(s).
- Process payment to each engaged mentor for providing mentoring services. Payments will be made twice a year - at the end of the fall and spring semesters.
- Annual payment will be \$1,000 for the first assigned mentee with \$500 for each additional assigned mentee.