

## PLAYERS IN THE MENTORING PROGRAM

The following role descriptions for the Division of Career Education Mentoring Program should provide an understanding of the participants and their relationships.

**Mentors** are the experienced counselors selected to work with the new protégés throughout the school year. The mentor:

- Communicates with the protégé to provide support throughout the school year.
- Schedules regular communication with the protégés throughout the year.
- Collaborates with the protégé to identify the needs and match experiences to meet those needs.
- Offers ideas and strategies on guidance program management, including classroom experiences, discipline, working with parents and other needs as indicated by the protégé.
- Encourages the protégé to attend professional meetings relevant to the guidance program.
- Consults with the MSCA District Mentor Chair whenever help is needed with the mentoring experience.

**Protégés** may be new to the profession of counseling, new to the program area, or returning after having been out of education for a time. The protégé:

- Works closely with the mentor identifying, selecting, and completing mentoring experiences. These mentoring experiences should be designed to help the protégé meet challenges and needs arising in the guidance program and when working with students and parents.
- Works with the mentor to better understand and meet the needs of state required reporting and expectations.
- Participates in required meetings with the mentor and other professionals.
- Communicates with the mentor to request advice, resources, and answers to questions.

**MSCA District Mentor Chairs** are individuals in the MSCA District Regions who serve as liaisons between the DESE staff and the mentoring team in planning and implementing section specific program plans. The Mentor Chairs are familiar with what is expected in today's guidance program and offer leadership in working with students, parents, administrators, other counselors, and the state department. MSCA Mentor Chairs:

- Participate in a train-the-trainer program, spring/summer schedule.
- Recruit mentors and identify protégés in their district with DESE assistance.
- Participate in planning and conducting scheduled trainings and meetings for mentoring teams.
- Design and implement the general and content specific components of the fall and winter district mentoring meetings.
- Conduct related meetings during the school year after the introductory general meeting.

- Collect and review information prepared by mentors and protégés at initial and follow-up meetings, as well as mentoring experience reports and visit reports throughout the mentoring year.
- Serve as the primary contact and informational resource for mentors and protégés.
- Share with mentors (via e-mail, telephone, etc.) information, concerns, or questions arising during the year.
- Share pertinent information and resources with DESE staff and mentors.
- Gather information, advice, and recommendations from participants related to the mentoring program.
- Recommend future program changes.

**MSCA State Mentor Co-Chairs** are professionals involved in the design and implementation of the mentoring program for counselors. They work closely with DESE staff to maintain a relevant, supportive mentoring program. MSCA State Mentor Co-Chairs:

- Serve as a District Mentoring Chair, be the spokesperson for the other District Mentoring Chairs and report mentoring issues to MSCA Governing Board.
- Work with and assist DESE staff in the implementation of the mentoring program
- Assist DESE staff with related meetings for the Mentoring Program.

**DESE Section Staff** are individuals at the Department of Elementary & Secondary Education, Division of Career Education, involved in the leadership of the Career Education Mentoring Program. DESE staff:

- Provide core data information to identify possible new counselors.
- Provide ongoing input to the management of the program.
- Negotiate issues that arise throughout the year for both protégés and mentors.
- Provide expertise in the content area regarding expectations and reporting.
- Provide ongoing input to the management of the program.
- Communicate with superintendents to inform and thank them for support of the mentoring program.

**Missouri Center for Career Education (MCCE) Staff** support the work of DESE in the Career Education Mentoring Program. MCCE:

- Prepares the mentoring program notebook.
- Manages contractual documents and authorizes payments and reimbursements.
- Assists with planning and coordinating mentor chair training, as needed.
- Prepare and manage online end-of-year program evaluation.
- Compile data from program evaluations and submit to DESE staff.
- Coordinates college credit opportunities, if available, through various institutions for the protégés.

Questions regarding expense and reimbursement forms may be directed to MCCE, 660-543-8759 or email [lfischer@ucmo.edu](mailto:lfischer@ucmo.edu).