

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 teachers selected to work with the new and returning teacher 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 classroom management, including labs, discipline, working with parents, and other needs as indicated by the protégé.
- Encourages the protégé to attend professional meetings relevant to content area needs.
- Consults with the content experts whenever help is needed with the mentoring experience.
- Completes program evaluation at the conclusion of each year.

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

- Works closely with the mentor identifying, selecting, and completing mentoring experiences. These mentoring experiences are designed to help the protégé meet challenges and needs arising in the classroom 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.
- Completes program evaluation at the conclusion of each year.

Content Expert(s) are individuals from the field who serve as liaisons between the DESE staff and the mentoring team in planning and implementing section specific training. The Content Experts are familiar with what is expected in today's classrooms and offer guidance in working with students, parents, administrators, other teachers, and the state department. Content Expert(s):

- Coordinate with the DESE staff in planning and conducting meetings for the mentoring program, including the opening meeting, mid-year meeting, and other mentoring meetings scheduled by the content area.

- 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 in the specific content area 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.

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:

- Seek to identify new teachers and assist in related follow-up efforts with their administrators to ensure the new teachers have the opportunity to participate in the program.
- Identify suitable mentors for the new teachers in the program; and distribute mentor applications.
- Design and implement the general and content specific components of the mentoring meetings.
- Schedule and coordinate related meetings during the school year after the opening meeting for year one.
- Schedule and coordinate year two of the mentoring program.
- Work with content experts in determining grades and payment of mentor stipends and grades for those enrolled for credit.
- 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.

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

- Prepares and disseminates the mentoring program notebook.
- Manages contractual documents (for mentors and content experts) and disburses payments and reimbursements.
- Assists with planning and coordinating the introductory meeting.
- Coordinates college credit opportunities, if available, through various institutions for the protégés.
- Manages and analyzes the online evaluation instrument and provides results (by program area) to DESE section staff and content experts.

Questions regarding expense and reimbursement forms may be direct to MCCE, 660-543-8768 or email sgraham@ucmo.edu .