

# Overview

## RESOURCE: Responsibilities of Stakeholders in a Mentoring Program

Mentors	Novice Teachers	School Leaders	Other Faculty	School Boards	Teacher Prep Universities	State Department of Education
Orient novice teachers to school, district, and community	Plan, teach, facilitate and evaluate progress of students in their own classrooms	Supervise and evaluate novice teachers	Serve on planning group	Establish policy to make mentoring of novice teachers one of the district's priorities	Focus on reflection in pre-service training	Establish mentoring program guidelines
Link novice teachers to resources	Participate in needs assessments	Facilitate faculty and community awareness	Serve on mentor selection committee (LPDC)	Ensure resources of program	Serve on multi-constituency planning group	Provide technical assistance to districts
Provide systematic support to novice teachers	Visit mentor and other classroom teachers	Participate in orientation and training sessions	Encourage collegiality	Establish planning group	Contract with district to provide training, evaluate program, provide seminars or coordinate action research	Coordinate and establish communication networks
Help novice teachers to analyze teaching practice	Meet and conference with mentor on a regular basis	Develop schedules for release time, common time, observation & conferencing	Assist novice teachers as requested by mentors	Support a mentor coordinator position for the district	Provide content resources in rural or urban districts	Link districts to resources for implementation, evaluation, and revision
Assist in professional development of novice teachers	Develop own professional development plan for the year	Meet with mentors and novice teachers at least twice per year	Help evaluate mentoring program	Evaluate long-term effectiveness of teacher selection process		Evaluate Mentoring for Quality Induction Initiative
Attend all mentor training programs	Help evaluate mentoring program	Arrange professional activities		Review evaluation of mentoring program		Revise initiative
Model continuing professional development and assist novice teachers in designing their own professional development plan	Assist in revision of program for next year	Establish collaborative relationships with colleges and universities				
Help evaluate mentoring program		Ensure and participate in program evaluation				
Assist in the development of program revisions for the next year		Facilitate revision of program for the next year				

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