



Burlington County Institute of Technology &  
Burlington County Special Services School District



# Mentoring Plan

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Superintendent of Schools

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# **BCIT/BCSSSD**

## **Mentoring Plan**

### **Introduction**

As a means of induction into the education profession and a member of the BCIT/BCSSSD staff, a variety of mentoring structures are available to new staff. All new staff will participate in a two-day New Teacher Induction Program prior to the opening of school. The Induction Program is a comprehensive introduction including, but not limited to, district policies and procedures, teacher evaluation instrument, curriculum materials, and expectations of effective teaching practices. The district offers a variety of ongoing learning opportunities for new staff including:

- Monthly mandatory professional development meetings for novice teachers.
- We are part of several consortiums, Teachers as Scholars, BCPDI, UPENN, which offer regular workshops for teachers to attend.
- Classroom visitation. The mentor and mentee will work with the Director of Curriculum and Instruction to schedule the visitation.

Mentoring Logs must be submitted the 30<sup>th</sup> of each month for monitoring and review. A Mentoring Log will be shared with you in Google Docs and will be reviewed by the office of curriculum and instruction.

The district has adopted the Danielson Framework for Teaching as its Teacher Evaluation model. The district's mentoring program is anchored in this framework. The Danielson Domain includes:

- **Danielson Domain 1 - Planning and Preparation**
- **Danielson Domain 2 - Classroom Environment**
- **Danielson Domain 3 - Instruction**
- **Danielson Domain 4 - Professional Responsibilities**

Each monthly mentoring topic is linked to the Danielson Framework with a broad range of interactions in which the mentor and mentee will participate as it relates to their work.

Per the revised Mentoring Regulation, mentees will interact with the mentor as follows:

### **Expectations**

- Minimum 2 meetings per week for 4 weeks (CEAS) with meetings (posted on the Mentoring log) and at least 1 meeting per week for the remainder of the mentoring period.
  - 30 weeks of 1:1 mentoring
- Minimum 2 meetings per week for 8 weeks (CE) with meetings (posted on the Mentoring log) and at least 1 meeting per week for the remainder of the mentoring period..
  - 35 weeks of 1:1 mentoring

## BCIT/BCSSSD

### Mentoring Program

#### Mentors

The district encourages and appreciates the staff that give back to the profession by being a mentor to a new staff member. All mentors have demonstrated success in the classroom and meet the requirements per the August, 2022 revised Mentoring Regulations:

- Minimum of three years' experience with at least two years completed within the previous five year period
- Participated in training:
  - Teacher Evaluation Rubric/Practice Instrument (Danielson)
  - New Jersey Professional Standards for Teachers
  - New Jersey Core Content Standards
  - Classroom observation skills
  - Reflective conversation about practice
- Beginning in 2014-15
  - Earned a teacher practice rating of Effective or Highly Effective
  - Earned a summative practice rating of Effective or Highly Effective
- Maintain a log of their contact with their mentee, which will be submitted to the Curriculum and Instruction Office on the 30<sup>th</sup> of each month.

#### Payment Procedures

##### **CEAS: (Certificate of Eligibility with Advanced Standing)†**

The district's Payroll Department will deduct 20 equal payments from the mentee for the mentoring program (20 pays x \$27.50 = \$550).\*

The mentor will receive payment for their mentoring service as two separate checks once on the first pay period in February in the amount of \$275 and the second on the last pay period in June in the amount of \$275. For mentor services beginning after September that conclude after June 30th, the first payment will be paid on the last pay in June in the amount of \$275 and the second payment will be paid on the first pay in February of the following school year in the amount of \$275 – whichever is after the completion of the program. The total amount paid will be \$550 for being a mentor for the 30 weeks.\*\*

*\*Note: In the event that deductions are delayed, the deductions will be doubled up until they are caught up in a similar manner to the way in which back pension is handled.*

*\*\*In order for payment to be made, weekly meetings and time logs must be completed and reviewed.*

**† 2015-16 School Year** – Since Payroll deductions were delayed, the mentor payments will be combined into one payment for the last pay in June unless mentoring services started after September.

**CE: (Certificate of Eligibility) (Alternate Route Teacher)†**

The district payroll department will deduct 20 equal payments from the mentee for the mentoring program (20 pays x \$50.00= \$1,000).\*

The mentor will receive payment for their mentoring service as two separate checks once on the first pay period in February in the amount of \$500 and the second on the last pay period in June in the amount of \$500. For mentor services beginning after September that conclude after June 30th, the first payment will be paid on the last pay in June in the amount of \$500 and the second payment will be paid on the first pay in February of the following school year in the amount of \$500 – whichever is after the completion of the program. The total amount paid will be \$1,000 for being a mentor for the 35 weeks.\*\*

*\*Note: In the event that deductions are delayed, the deductions will be doubled up until they are caught up in a similar manner to the way in which back pension is handled.*

*\*\*In order for payment to be made, weekly meetings and time logs must be completed and reviewed.*

**† 2015-16 School Year** – Since Payroll deductions were delayed, the mentor payments will be combined into one payment for the last pay in June unless mentoring services started after September.

## BCIT/BCSSSD

### Monthly Mentoring Opportunities

Each month presents opportunities for a variety of mentor/mentee conversations. The Monthly Mentoring chart below provides suggested conversations which align with the Danielson Domains, as well as the professional activities occurring during that month. The list below serves as the minimum requirements with the mentor/mentee adding discussion topics relevant to the mentees needs.

**September:**

Activity/Mentoring Conversation	Danielson Domain
<b>Teacher Obligations:</b> <ul style="list-style-type: none"> <li>• Lesson plan review/feedback</li> <li>• How to take attendance in Genesis</li> <li>• How to set up Genesis Gradebook</li> <li>• Teacher Evaluation – SGO/Genesis Portal</li> </ul>	<b>Domains 1 and 4</b>
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>• Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>

<b>Instruction:</b> <ul style="list-style-type: none"> <li>First two weeks of instructional planning</li> </ul>	<b>Domain 3</b>
<b>Professional Responsibilities:</b> <ul style="list-style-type: none"> <li>Completing the PDP</li> <li>Back To School Night</li> <li>Teacher Pages</li> <li>Parent /Teacher Interaction</li> <li>Emergency Procedures</li> <li>Request Professional Development workshop</li> </ul>	<b>Domain 4</b>

**October:**

<b>Activity</b>	<b>Danielson Domain</b>
<b>Teacher Observations:</b> <ul style="list-style-type: none"> <li>Self evaluation/Reflection</li> </ul>	<b>Domains 1, 2, 3 and 4</b>
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Professional Responsibilities:</b> <ul style="list-style-type: none"> <li>Parent/Teacher Communication</li> </ul>	<b>Domain 4</b>

**November:**

<b>Activity</b>	<b>Danielson Domain</b>
<b>Teacher Observations:</b> <ul style="list-style-type: none"> <li>Report Card preparation</li> <li>Lesson plan review/feedback</li> <li>NJSLA/NJGPA preparation</li> </ul>	<b>Domains 1 and 4</b>
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Professional Responsibilities:</b> <ul style="list-style-type: none"> <li>Parent/Teacher Communication</li> </ul>	<b>Domain 4</b>

**December:**

Activity	Danielson Domain
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Professional Responsibilities:</b> <ul style="list-style-type: none"> <li>Parent communication</li> </ul>	<b>Domain 4</b>

**January:**

Activity	Danielson Domain
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Teacher Obligation:</b> <ul style="list-style-type: none"> <li>SGO review</li> <li>PDP reflection</li> <li>Teacher Evaluation Reflection</li> </ul>	<b>Domains 1 and 4</b>

**February:**

Activity	Danielson Domain
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Teacher Obligation:</b> <ul style="list-style-type: none"> <li>Teacher Evaluation Reflection</li> </ul>	<b>Domains 1 and 4</b>

**March:**

Activity	Danielson Domain
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Teacher Obligations:</b> <ul style="list-style-type: none"> <li>Process for Teacher Annual</li> </ul>	<b>Domains 1 and 4</b>

<ul style="list-style-type: none"> <li>• NJSLA and NJGPA preparation</li> </ul>	
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**April:**

<b>Activity</b>	<b>Danielson Domain</b>
<b>Classroom Procedures:</b> <ul style="list-style-type: none"> <li>• Establishing fair and consistent classroom routines, discipline and rules</li> </ul>	<b>Domain 2</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Teacher Obligation:</b> <ul style="list-style-type: none"> <li>• Process for Teacher Annual</li> </ul>	<b>Domains 1 and 4</b>

**May:**

<b>Activity</b>	<b>Danielson Domain</b>
<b>Instruction:</b> <ul style="list-style-type: none"> <li>• Using data to inform instructional decisions</li> </ul>	<b>Domain 3</b>
<b>Teacher Obligation:</b> <ul style="list-style-type: none"> <li>• End of the year procedures</li> </ul>	<b>Domains 1 and 4</b>

**June:**

<b>Activity</b>	<b>Danielson Domain</b>
<b>Teacher Obligations:</b> <ul style="list-style-type: none"> <li>• End of the year procedures</li> <li>• Reflection</li> </ul>	<b>Domains 1 and 4</b>