

**BUFFALO STATE COLLEGE
ALTERNATIVE CERTIFICATION PROGRAM
MENTORING AGREEMENT**

TEACHING LOAD

The school principal, or designee, in consultation with the college faculty, will determine the teaching load for each candidate.

SELECTION OF MENTORS

The school principal and superintendent, in consultation with the college faculty, will select the mentor for each candidate.

The mentor shall be an experienced certified teacher who holds a permanent or professional certificate and has applied to and been approved by the school or school district to provide mentoring to new teachers. The mentor should have a minimum of three years experience in the school district.

TRAINING OF MENTORS

Mentors will be trained by the school district according to district procedures.

TIME PROVISIONS FOR MENTORING

The mentor shall provide the teacher with sufficient time to feel comfortable performing his or her duty. Over the course of 180 days, the time spent observing, co-teaching, and meeting with candidates should average one class period per day. Actual times each day will vary.

IDENTIFICATION OF APPROPRIATE TIME FOR PLANNING AND EVALUATION

Daily Meeting Time

The mentor and the candidate will meet approximately daily to discuss and evaluate the candidate's progress. At least once each week, the meeting will include a thorough review of the next week's planned lessons and a discussion of student progress in the candidate's classroom.

Semesterly Meeting

The principal, the mentor, the candidate, and the college faculty supervisor shall agree upon and schedule a semesterly meeting time. A semesterly written report describing the candidate's teaching strengths, weaknesses and appropriate avenues for self-improvement will be prepared by the candidate and the college faculty supervisor in consultation with the mentor and principal and signed off by all. A written copy of this

semesterly evaluation will be kept on file in the offices of the principal and the Buffalo State College teacher education program.

FACULTY OBSERVATION REPORTS

The college faculty supervisor shall observe and provide written and oral feedback to each candidate a minimum of one hour per month during the 180 day mentored teaching experience. More time shall be provided if it is deemed necessary and/or requested by the candidate, mentor, principal, or college faculty supervisor.

A minimum of ten observations (one per month during the 180 day mentored teaching experience) will be conducted by the college faculty supervisor. Unannounced observations may be included either as part of the planned observations or as additional visitations. Written copies of the college faculty observation reports will be kept on file in the offices of college faculty supervisor and the Buffalo State College teacher education program.

Name of School District _____

Printed name of school official _____

Position _____

Signature _____ Date _____

Buffalo State College

Printed name of college official _____

Position _____

Signature _____ Date _____