**Lead Mentor Role Agreement – 2023-2024**

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| Identify Mentors with Administrator | Ensure mentors meet these minimum requirements:   * Completed Florida DOE Clinical Educator Training * Minimum of 3 years of successful teaching experience * Effective or Highly Effective on most recent evaluation |
| Provide Support | Provide support for mentors through:   * Monthly meetings * Follow-up on required new teacher observations and documentation to be sent to Professional Development Specialist for PDCP |
| Monitor Mentors | With administrative support, ensure new teachers are consistently matched with mentors knowledgeable about:   * Subject matter/content standards * School procedures and policies * Classroom management |
| Provide Professional Development | Support mentors in:   * Planning for new teacher site based trainings * Assisting with registration for the district New Teacher Academy * Sharing innovative resources and research |
| Collaborate | Work with mentors to ensure mentoring processes are implemented:   * Build relationships with your team * Open your classroom for observations * Create a coaching culture by observing mentors and providing specific feedback * Discuss assessment data * Schedule mentor team meetings (face to face or virtual) |
| Attend Monthly Mentor Meetings | Monthly mentor chats will be facilitated on Microsoft Teams   * Calendar of topics will be provided in August * Expectation is that you attend all meetings to maintain Lead Mentor status * Share resources and information with your mentors and new teachers |

I understand and agree to actively assume the responsibilities of the Lead Mentor role to ensure information is provided monthly to my mentors and new teachers. Upload signed form on Google.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_