

OGDEN COMMUNITY SCHOOL DISTRICT

2024-2025

Mentoring and Induction



NOTICE OF NONDISCRIMINATION

The Ogden Community School District offers career and technical programs in the following areas of study:

Manufacturing; Business; Agriculture; Hospitality, Tourism & Management

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Mentoring Program Handbook

Under the *Teacher Leadership Compensation System* and in compliance with the *Board of Educational Examiners* all initial license teachers will participate in the Ogden Community School District Mentoring Program for two years, or until license is transferred from initial to standard. Teachers new to the Ogden Community School District on a Standard License will participate in the Ogden Community School District Mentoring Program for one year. The mentoring program is designed to be collaborative in nature with both mentee and mentor participating in the requirements together. Additional support from the mentoring specialist, learning specialists, lead learners and building principals will also be provided.

Mentoring and Induction Program Goals:

1. Promote personal growth and development of new and beginning teachers to improve student learning.
2. Guide new and beginning teachers to enhance the competency of the Iowa Teaching Standards.
3. Provide non-evaluative classroom observations including reflective and constructive feedback to enhance teacher retention.
4. Provide resources and tools as support for instruction, classroom management, and lesson planning.

All mentoring requirements detailed below must be completed and documented in the shared mentoring google folder.

Requirement 1: Mentoring Contact Log

Requirement 2: Professional Learning With Mentoring Partnership

Requirement 3: Meetings With Building Principal

Requirement 4: Coaching Cycle

Requirement 5: Mentoring Partnership Observations

Requirement 1 – Mentoring Contact Logs

Each mentoring partnership will complete the following contact logs located in the mentoring google folder.

Pre-Service	Fall 2024	Spring 2025
<p>Initial License: Minimum of 10 hours of interaction in preparation for the 2024-2025 school year.</p> <p>Standard License: Minimum of 10 hours of interaction in preparation for the 2024-2025 school year.</p> <p>Hours must be completed and logged by September 9th.</p>	<p>Initial License: Minimum of 10 hours of interaction to be completed on the mentoring contact log.</p> <p>Standard License Minimum of 5 hours of interaction to be completed on the mentoring contact log.</p> <p>Hours must be completed and logged by December 18th.</p>	<p>Initial License: Minimum of 10 hours of interaction to be completed on the mentoring contact log.</p> <p>Standard License: Minimum of 5 hours of interaction to be completed on the mentoring contact log.</p> <p>Hours must be completed and logged by May 16th.</p>

- Mentees are not required to meet with their mentor until August 15, 2024. However, if mutually agreed upon, the mentee can meet with the mentor prior to that date.
- Mentoring pairs may use the hours on August 15, 2024 during pre-service as hours met for pre-service contact log.
- Interaction time during the school year needs to be scheduled on a regular basis.
- Half of all required hours must be spent one-on-one with mentor with the exception of pre-service.

Requirement 2 – Professional Learning with Lead Learners

Mentees and Lead Learners will attend professional learning together throughout the school year. The professional learning will be responsive to the needs of the mentees and provide support with the onboarding process for the Ogden Community School District.

Initial License Year 1 and Year 2	Standard License
<p>Mentees and Lead Learners will participate in three hours of professional learning in the fall and three hours of professional learning in the spring.</p> <p>Teams will engage in learning that focuses on the needs of practitioners as they grow and develop strategies to ensure students achieve at high levels. Teachers learn, discuss, analyze, practice, and apply strategies while making deliberate connections to the Iowa Teaching Standards. Sessions will provide a framework for reflection as initial license holders work toward their standard license with assistance from a team of professionals invested in supporting emerging educators. A schedule for professional learning will be provided prior to the start of the school year.</p>	<p>If the mentee has a standard license, the mentee is <u>not required</u> to attend professional learning opportunities.</p> <p>The mentee is welcome to attend professional learning at any time during the school year.</p>

Requirement 3 – Meeting with Building Principal

Mentoring partnerships will meet with the building principal a minimum of two times during the school year. Partnerships will document the conversation on the individual mentoring google document, that is located in the google folder.

- During meetings with the principal, the mentee, and mentor will reflect on requirements of the mentoring program and discuss any needed support for their teaching position.
- The fall meeting must be documented by December 18th.
- The spring meeting must be documented by May 16th.

Requirement 4 – Coaching Cycle

All mentees will engage in a coaching cycle(s) with a learning specialist. The three week coaching cycle will include three components: identify, learn, and improve. During the identify phase, the mentee and learning specialist will work together to identify a goal that focuses on students. After identifying a goal, the learning specialist will support the teacher in learning how to implement the goal. The learning specialist and mentee will collaborate together daily over the three week time period to make changes to the mentee's practice. The coaching cycle will be documented on the mentoring document in the google folder.

Mentee	First Semester	Second Semester
Initial License: Year 1	3 Week Coaching Cycle	3 Week Coaching Cycle
Initial License: Year 2	3 Week Coaching Cycle	
Standard License: New to OCSD		3 Week Coaching Cycle

Requirement 5 – Mentoring Partnership Observations

Mentors/Lead Learners will observe their mentees in their classroom a minimum of once per semester. Mentoring partnerships will discuss the lesson prior to the observation and reflect after the lesson together. The mentoring partnership will record the date and lesson focus on the mentoring log.

- The fall mentoring partnership observation must be documented by December 18th.
- The spring mentoring partnership observation must be documented by May 16th.