Mentoring Program Highlights

- All teachers with initial certificates and less than two years full-time prior experience must be mentored for a minimum of 2 periods per week over 10 months.

- New York State requires teachers to submit proof of completion of a full year of mentoring in order to apply for their professional certificate. Mentors are responsible for entering the information in the Mentor Tracking System.

- Teachers will receive verification they have satisfied their mentoring requirement from the New York City Department of Education.

- The Department of Education, in collaboration with the UFT, offers a 12 hour professional development program for mentors.

- Excerpts from Teacher Collective Bargaining Agreement, related to mentoring:

  ° “A mentor is a skilled, experienced colleague who has chosen to share his or her expertise by assisting the intern. A mentor has five (5) or more years experience and possesses permanent certification in the same or related license area as the intern.”

  ° “…information shared between the mentor and the intern must remain confidential; and the building principal/supervisor does not rate teachers in their role as mentor or intern.” (Article 8G2)

- Role of the school-level New Teacher Induction Committee in mentoring:

  ° Completion of the school-based mentoring plan;
  ° Identification of teachers who require mentoring;
  ° Posting of mentoring positions; selection of mentors from the resulting eligibility pool;
  ° Matching eligible teachers to a mentor.

  ° Deadline for all these activities is September 18, 2015

- “While mentors and beginning teachers’ work together can be structured and accomplished in a variety of ways, including Circular 6 menu items, a portion of the regularly scheduled contact time must include in-classroom support.” (Mentoring Guide for Principals)

- As per the UFT/DOE Agreement, (Article 8G3b) two of the weekly preparation periods for new teachers may be designated by the principal for mentoring.

- If mentoring occurs before or after school, both teachers must receive per session payment.

  More information is available in the Mentoring Guide for Principals on the DOE Website