

# **CENTRAL COLUMBIA SCHOOL DISTRICT NEW TEACHER INDUCTION**

## **MENTOR TEACHER'S ROLE**

1. Attend on training session to review the induction program, review roles and responsibilities of mentor teachers and policies/procedures of the school district.  
Mentors will receive training in:
  - a. The purpose of the induction program and the role of a mentor
  - b. Communication skills
  - c. Listening skills
  - d. Coaching and conferencing skills
  - e. Effective teaching/specialist skills
  - f. Problem solving
  - g. Knowledge of adult learning and development
2. Attend training session with the inductees when possible.
3. Establish rapport with inductees as a helping person.
4. Assist the inductees in learning the administrative and instructional process
5. Identify the inductees' immediate area(s) of concern
6. Meet with inductees regularly and maintain a log
7. Discuss classroom teaching techniques, classroom management skills, and provide feedback to the inductees after a classroom observation
8. Provide assistance in the following areas:
  - a. Parent communication and relations (conferencing)
  - b. Classroom management (grouping, time management, and behavior modification)
  - c. Instructional processes (planning and scheduling, learner motivation, and pupil grading/evaluation)
  - d. Obtaining resources (materials and support services)
  - e. Preparing for evaluation
  - f. Preparing for district reports (attendance, mini-grants, lunch count, etc.)
  - g. Reviewing teacher handbook
  - h. Other (i.e., district/building standards, resource personnel, etc.)
9. Encourage professional growth by making the inductees comfortable with the teaching and socialization processes of the profession
10. Maintain a confidential relationship with the inductee.