



*Wayland*  
public schools

# MEMORANDUM

**DATE:** April 25, 2005  
**TO:** All Teaching Staff  
**FROM:** Wayne Ogden, Assistant Superintendent  
**RE:** Mentor Teachers

You are invited to apply to become a Mentor Teacher for the 2005-06 school year. This program is in its eighth year and was first developed by teachers and administrators during the 1996-97 school year.

A mentor teacher will be paired with a first year teacher to provide assistance and support throughout the school year. Specific responsibilities include:

1. Mentor Teacher training/joint luncheon with new teachers - August 25
2. Specific Activities during the regular 2005-06 school year
  - a. Regular after-school meetings with first-year teacher
  - b. Observation-consultation on several days during the school year.
  - c. Several meetings with other mentors/new teachers during the school year
  - d. Informal work on a regular basis with first year teacher

There will be a payment of \$500 for any staff member who serves as a Mentor Teacher during the 2005-06 school year. This stipend is based on the number of hours we expect this responsibility will require, and satisfactory completion of the responsibilities listed above **including** attendance at system-wide mentor/new teacher meetings during the school year.

The selection of Mentor Teachers will be based on a number of factors including the needs of the new staff members, the specific position and role of each Mentor Teacher applicant and first year staff member, and recommendations from building principals.

**Please fill out the application form on the next page  
and return to Carol Lucenta,  
Central Office, by May 20, 2005**

## Mentor Teacher Program Application

Briefly describe why you would like to serve as a Mentor Teacher:

Describe what qualities you will bring to the role of Mentor Teacher:

*If selected as a Mentor Teacher, I understand that I must be available for the Summer Training program and a joint mentor/new staff member meeting on August 25 and will be able to complete the responsibilities outlined in the description of the program.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ School: \_\_\_\_\_

**Please return to Carol Lucenta, Central Office,  
by May 20, 2005**