

Austin ISD Lead Mentor Teacher Contact and Bilingual Lead Mentor Contact 2008-2009 Stipend Agreement



Professional Learning

- Attend Tier I Mentor Training (one-day training) by the end of December 2008, unless already have attended the training in the past. Teachers attending the Saturday training will receive \$90 supplemental pay;
- LMTC/BLMTC new to the role must attend New Lead Mentor Training (3 hour training) by the end of October 2008;
- Attend 6 hours of district Classroom Management/Positive Behavior Support training by May 1st, 2009 (this requirement can be met by attending 6 LMTC seminars that provide an hour of training each, or by going to a one-day of Classroom Management training at the PD Center);
- Attend a minimum of four Lead Mentor Teacher Monthly Seminars during the academic year. (See 2008-2009 mentor program calendar) August and January are required seminars to attend.

Program Administrative Tasks

- Develop the campus plan with the campus Principal and LMTC/BLMTC colleague, as appropriate, using the district campus plan template;
- Implement the Campus Mentoring Plan;
- Help schedule model teaching and observations of first- and second-year teachers by the mentor teachers;
- Conduct/coordinate **at least** two campus mentor meetings per semester;
- Conduct/coordinate **at least** two New Teacher Support Meetings per semester (separate from the campus mentor meetings);
- Facilitate ongoing development and capacity-building of mentors, including in the areas of classroom management;
- Facilitate two share sessions for third-year teachers per semester, specifically targeted toward their reported needs;
- Verify names of first and second-year teachers and their mentors in the AISD Mentor Teacher On-line Documentation System; enter profile information for mentors (including updated status of training requirement) and **monitor mentor entry of mentee support information on a monthly basis**;
- Record **at least 30 hours** of new teacher support via the AISD Mentor Teacher On-line Documentation System. Activities may include, but are not limited to: LMTC seminars, campus mentoring meetings, New Teacher Meetings, preparing campus plan, preparing and collecting stipend agreements, preparing and collecting signatures for verification sheet, collecting information and filling in mentor profiles for on-line documentation system, updating training status of mentors in on-line documentation profiles, training and supporting the mentors in using the on-line documentation system, reminding mentors to use on-line documentation system, creating and passing out motivating or celebratory coupons, notes, reminders, coaching and counseling, supporting mentors and mentees, helping mentors set up the novice teacher observation times, discussing and coordinating the mentoring program with your principal.
- Facilitate collection of new teacher verification signatures for mentor documentation. Begin collecting the signatures October 31 and continue collecting once a month through May. Retain the Signature Verification Forms for your Lead Mentor files. To find the forms, go to the on-line documentation system and click on the button labeled *Mentor Activity (Quantitative)*. At that site is a list of times the campus
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mentors have documented. After printing out the page, ask mentees to sign next to the time their mentor has documented if they agree that amount of time is accurate. If no time has been documented yet, the page will print blank;

- Ensure that mentors attend Tier I training or provide documentation of completion of Tier I training within the last three years;
- For each mentor, submit stipend agreement forms by the due date, September 30, 2008. As late hires are added to the campus and matched with mentors, send stipend agreement forms for those mentors as soon as the assignment has been made;
- For each mentor, submit **supplemental pay forms by the due date, May 26, 2009**. Do not submit supplemental pay form until the mentor has completed the required training and on-line documentation (**deadline for completion of on-line documentation, May 19, 2009**);
- Act as the contact person for outside partner mentoring programs (such as Region XIII and ACC) operating on-campus;

Terms for Mentoring

- Mentor no more than one teacher if LMTC/BLMTC is also a classroom teacher, unless prior written approval has been obtained by the Professional Development Department (Also complete Mentor Stipend Agreement.)
- Mentor no more than two first- or second-year teachers if LMTC/BLMTC is an Instructional Coach, unless prior written approval has been obtained by the Professional Development Department. (Also complete Mentor Stipend Agreement.)

A stipend for one year’s LMTC/BLMTC service will be added to the end-of-year paycheck in the amount of \$750 for satisfactory completion of all the responsibilities listed above. Lead Mentor Teacher Contacts or Bilingual Lead Mentor Contacts, acting as mentor teachers, will also receive the \$400 per teacher (first-year support) or \$300 per teacher (second-year support), provided they fulfill the mentor responsibilities listed in the separate mentor stipend agreement. PLEASE NOTE: Leads who are also the sole mentor on their campus must choose to receive either the Lead stipend or the combined stipends for teachers they are mentoring. (Leads cannot be paid for supervising themselves as mentors and paid as mentors.) Strategic Compensation mentors cannot also be paid by the AISD Mentoring Program.

Mentors of first-year or second-year teachers who mentor for one semester only are eligible to receive half a stipend if they complete the contract. These mentors should sign the appropriate Part-time Stipend Agreement form.

Mentors of teachers in the Region XIII, Region IV, Huston-Tillotson, TxACP, Austin Community College, Training via e-learning: An Alternative Certification Hybrid (T.E.A.C.H. Quest), Texas A&M ACP, Texas Teachers- A+ Texas Teachers who already earn a stipend through those entities, may not receive an additional stipend for that teacher from AISD.

I have read and understand the information above. I agree to serve as Lead Mentor Teacher Contact on my campus for the 2008-2009 school year and to fulfill my responsibilities as listed above.
After signing, make a copy for your files and send the original to the Professional Development Center.

Name _____

Signature _____

Campus _____ Date _____