

Before You Meet Your Novice Teacher

Key Question: How does an effective mentor prepare for mentoring?

Directions: Read the questions below and reflect on your role. If you are unclear about any of your required duties, ask your district or school coordinator to clarify. Share your answers with your district mentoring coordinator or with other mentors. Record your reflections on this page or use the Mentor Planning Guide and Journal provided on the companion website to type your responses. A digital version of this page is also available on the companion website.

1. How did you officially become a mentor? Did you complete an application? Why is it important to apply for a mentoring position?
2. Are you trained to be a mentor? How were you trained? Do you feel confident in your skills?
3. Review your job description. Do you understand all of the duties listed? Do you need to complete a log to document mentoring duties? Are you receiving a stipend? If you need clarification, meet with district coordinators to define your roles and responsibilities. Plan to share your description with your mentee so she understands what you are expected to do for her.
4. Set goals for this experience. What would you like to learn? What are your expectations?
5. Consider hosting a coffee hour or social in your classroom and invite members of the school community to stop by to meet your novice teacher. Be sure to include other novice teachers at the school so they can network with each other.
6. How will you be supported during this experience? Will there be a mentor support group for you?
7. At the end of the experience, how will you know you have been successful as a mentor?