Mentor’s Memorandum of Understanding

I understand that my work as a Mentor is crucial to the success of each VUSD teacher working toward a clear credential. I realize that, in return for the Extra Duty Pay I am to be paid, I must assume certain responsibilities and duties to ensure and facilitate my assigned candidate’s successful completion of each phase of the credentialing process. These duties and responsibilities include but are not limited to:

- Assisting my assigned candidate(s) in their growth as an educator from their current level of expertise to the next attainable level understanding that this growth may take time; providing my candidate(s) with “just in time” support as well as goal setting and long-term guidance;

- Documenting my candidate’s professional learning utilizing the VUSD Individual Learning Plan (ILP) to be completed each semester;

- Guiding my candidate utilizing documents and tools provided. These may include, but are not limited to, VUSD Induction documents, Intern documents, electronic credential plans, and candidate reflections on the California Standards for the Teaching Profession (CSTP) continuum;

- Scheduling regular meetings (daily/weekly as appropriate) with my assigned candidate(s) for cognitive coaching, sharing, and problem-solving assistance as well as providing useful feedback. During these meetings, using appropriate mentoring instruments and best practices in adult learning theory.

- Supporting my assigned candidate in the form of lesson observation/feedback at least once per semester; also accompanying my assigned candidate to classroom observations, providing lesson demonstration, administering in-class coaching, connecting them with available resources, and/or facilitating other activities as appropriate, necessary, or requested;

- Attending all scheduled Mentor training and networking meetings required by the California Commission on Teacher Credentialing and/or the Visalia Unified Teacher Induction Program;

- Submitting weekly logs through Inductionsupport.com documenting dates, times, and topics covered at each weekly meeting and as well the Candidate’s professional development experiences for a total of 40 hours per year.

- Maintaining contact with the VUSD Educator Support and Development staff as necessary; participating in all surveys as required.

In addition to these responsibilities I understand and agree to maintain appropriate confidentiality and professional discretion concerning any work with my assigned Candidate(s).

I also understand that failure on my part to complete the assigned Mentor roles and responsibilities outlined above may result in the loss of or delay in payment of any subsequent installments of the Mentor Extra Duty Pay of $2000 per candidate per year.

Mentor Name (please print)______________________________________School__________________

Candidate Name(s) _____________________________________________________________________

Mentor Signature_____________________________________________ Date___________________