



PROFESSIONAL MENTORING PROGRAM

for those who hold a Delaware Initial License or active out-of-state certification/licensure

(Aligned with the Delaware Comprehensive Induction Program)

Program Goals

- Provide new educators in the diocese with professional and personal support as they develop the essential knowledge, skills, and experience that will result in a high-quality education for our students.
- Ensure that educators who are seeking licensure/certification in DE fulfill all state requirements for attaining a Continuing License. Completion of the mentoring program is one of many DE state requirements for a Continuing License in DE.

Who is required to complete the Professional Mentoring Program?

- A four-year program will be required for all teachers (full or part-time) who have less than two years of full-time teaching experience.
- Regardless of the years of experience a teacher may have, the state of DE requires new teachers in the state to participate in a minimum of one year of mentoring to attain a Continuing License. This will typically be Year 4 of the Professional Mentoring Program.
- Mentoring requirements for teachers who hold current out-of-state licenses/certificates will be determined on a case-by-case basis.

Program Overview

**Year 1 Orientation to the Diocese of Wilmington and Specific School and Professional Learning Sessions on:
Classroom Environment/Management, Planning and Preparation,
Instruction, Assessment, and Data Analysis and Use**

Requirements:

- Participate in New Teacher Orientation at both the diocesan and school level.
- Participate in four Initial Faith Formation sessions.
- Participate in five after-school professional learning sessions.
- Have regular (at least twice monthly) face-to-face discussions with school-appointed mentor.
- Complete follow-up (Discussion Logs) after each of two observations completed by the mentor.
- Observe two veteran educators (with three or more years of experience) and complete follow-up (Reflection).
- Participate in the diocesan Professional Development Day (Certificate).
- Complete an online ethics course (Certificate); only for those seeking DE certification.
- Submit a portfolio.
- Meet with the Superintendent for a portfolio review and wrap-up meeting.

Year 2 Collaborative Professional Learning Sessions on: Classroom Environment, Planning and Preparation, Instruction, Assessment, and Data Analysis and Use

Requirements:

- Participate in three after-school meetings as scheduled by the Catholic Schools Office.
- Have regular (at least monthly) face-to-face discussions with school-appointed mentor.
- Complete follow-up (Discussion Log) after each of two observations completed by the mentor and/or the Associate Superintendent.
- Observe a veteran educator in another school and complete follow-up (Reflection).
- Participate in the diocesan Professional Development Day. (Certificate).
- Identify and write a brief reflection on one or two areas of growth that will guide the focus for Year 3 of mentoring.
- Submit a portfolio.
- Meet with the Associate Superintendent for a portfolio review and wrap-up meeting.

Years 3 and 4

Requirements:

- Participate in a meeting at the start of the year, mid-year, and end-of-year with the Associate Superintendent.
- Identify one or two areas of growth that will enhance understanding and abilities in the teacher's job and lead to more effective instruction.
- Participate in, track, document, and reflect upon a minimum of 15 hours of professional learning experiences (Certificates, Documentation, Reflection)
- Engage in periodic check-ins with a school-appointed mentor.
- Write a detailed reflection at the conclusion of the year.
- Submit a portfolio.
- Meet with Associate Superintendent for a portfolio review and wrap-up meeting.

School-appointed mentors

- Need to be selected by the first week of September.
- Must be licensed/certified educators with a minimum of four years successful teaching experience.
- Should commit to serving as mentor/coach for the full school year and to adhere to all mentor responsibilities.
- May not be a supervisor of the mentee (thus, principals and assistant principals cannot serve as mentors and, on the high school level, if department chairs have supervisory responsibilities they may not serve as mentors).
- Can be offered clock hours (Catholic Schools Office provides) or a stipend (school provides) but they cannot receive both.