



DIOCESE OF WILMINGTON **PROFESSIONAL MENTORING PROGRAM** **YEAR 4 REQUIREMENT SHEET**

July 1, 2024 – April 7, 2025

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AN OVERVIEW OF THE FINAL YEAR OF MENTORING

This year's focus is on short-term and long-term professional growth.

Each Mentee will:

- Spend time self-assessing, reflecting, and identifying an area of growth that will enhance understanding and abilities of your work and lead to more effective classroom instruction.
- Select an area of growth for the current academic year and write a professional development plan for maximizing growth in that area. The plan must include:
 - a) Two goals within this area of growth; one which specifies how you will deepen your knowledge in this growth area and the other on how you will implement what has been learned.
 - b) Specific actions/initiatives for each goal.
 - c) A timeline in which to implement the actions/initiatives.
- Maintain documentation of each action/initiative implemented to meet the established goals.
- Write a reflection that includes what you learned, how you grew professionally because of the steps in your Professional Growth Plan, and any additions/changes you would make if repeating this professional endeavor.
- Outline an individualized five-year Professional Development Plan which you will begin July 1, 2025.
- Compile, in binder format, a well-organized and thorough portfolio with the documentation outlined below.

GENERAL INFORMATION THAT ANSWERS FREQUENTLY ASKED QUESTIONS

- There are three meetings with Mentees and two with Mentors this year.
 - a) One meeting with the Mentoring Program Facilitator at the start of the year for Mentees and Mentors with the purpose of explaining the requirements.
 - b) One meeting with the Mentoring Program Facilitator typically, in December or January, for Mentees and Mentors to ensure Goal 1 has been completed and is well documented. This meeting will take place at the Mentee's school.
 - c) One meeting after the Mentee has submitted his/her portfolio to the Mentoring Program Facilitator. This meeting, typically, in April or May, will take place at the school. Mentor attendance is optional.
- It is suggested that the Mentor schedule a minimum of one meeting per month with the Mentee; in October there will be a need for more than one meeting. The Mentor must:
 - a) Approve the self-analysis document.
 - b) Approve the current year Professional Growth Plan.
 - c) Periodically review and ultimately verify the work done on the current year plan.

- d) Periodically review the Mentee's Log/Tally of Hours.
 - e) Approve the Mentee's future Professional Development Plan.
 - f) Review and critique the Mentee's reflection.
 - g) Ultimately review and approve the Mentee's portfolio and sign off on end-of-year paperwork.
- The 15-hour minimal requirement may include self-assessment and reflection time, reading and research, attending workshops/seminars, planning/preparing for graduate level coursework and/or classes being taught, observing and/or meeting with other teachers/professionals, writing/analyzing surveys, writing the reflection, completing required paperwork, etc. **It may NOT include actual teaching time.**

SPECIFIC INFORMATION

The following is the timeline for your work. You may complete steps earlier than noted below, but you should never complete steps later than what is noted. Any document listed below which is italicized and in quotes can be found on the Catholic Schools Office intranet:

www.cdowschools.org Professional Resources PW: Faith2024 Mentoring Professional Mentoring Program Year 4 Forms

October and early November 2024

- Step 1: Meeting between Mentor and Mentee to:
 - a) Review the *"Year 4 Requirement Sheet."*
 - b) Establish meeting dates for the next several months.
 - c) Discuss initial thoughts of Mentee about growth areas.

"Year 4 Requirement Sheet" should be placed immediately before Tab 1 of your portfolio and should be a reference throughout the year.
- Step 2: Mentee reflection using the following as guides:
 - a) *"Cycle of Growth and Development."*
 - b) Diocesan Professional Standards and Indicators for Educator or Counselors.
 - c) DE Professional Teaching Standards (Educators) or ASCA Professional Standards and Competencies (Counselors).
 - d) Observation/evaluation feedback (from administrators, a mentor, a colleague or self-assessment from the last few years.)
- Step 3: Mentee self-analysis:
 - a) Identification of three specific areas of needed growth and what prompted these to be the ones identified.
 - b) Selection of the target growth area you are choosing to focus on this year, and the rationale behind your decision.
 - c) Completion of the document entitled *"Self-Analysis."*

Your Mentor signed *"Self-Analysis" document should be the first document in Tab 1 of your portfolio.*
- Step 4: Mentor approval on *"Self-Analysis"* document
 - a) Discussion with Mentor about the *"Self-Analysis"* document.
 - b) If approved, your Mentor should initial this document at the bottom of the page. (If not approved, make necessary changes and repeat Step 4.)
- Step 5: Completion of *"Professional Growth Plan" document*
 - a) Determination of the DE Professional Standard (educators) or ASCA Standard (counselors) with which your growth area is aligned.

- b) Formulation of two goals to achieve within this growth area – **the first goal must focus on how you will deepen your knowledge in the chosen focus area** (research, reading, course work, professional discussions, workshops, etc.) and the **second goal must focus on the implementation of what you have learned.**
 - c) Identification of the **specific actions/initiatives and approximate timeline** which would best allow you to meet/exceed your goals
 - d) Completion of the “*Professional Growth Plan For 2024-2025*” document (See “*Sample Professional Growth Plan*” for a template and “*Sample Growth Areas/Goals*” for ideas.)
- Step 6: Mentor approval of “*Professional Growth Plan*”
- a) Discussion with Mentor about “*Professional Growth Plan for 2024-2025.*”
 - b) If approved, signature of your Mentor on this document. (If not approved, make necessary adjustments and repeat Step 6.)

Your “*Professional Growth Plan For 2024-2025*” should be the second document in TAB 1 of your portfolio.

- Step 7: Submission, via email, of the signed “*Self-Analysis*” and signed “*Professional Growth Plan*” to the Facilitator by no later than **November 4, 2024.**

Written approval from the Facilitator is required before you proceed; approval will be received via email unless a meeting is requested.

November 2024 through March 2025

Goal 1 is to be completed between December 6 and January 6. Work should be done on Goal 2 from the time you complete Goal 1 through no later than March 14.

- Step 8: Execution of each step of your Professional Growth Plan and keeping/organizing all related documentation. *Two Examples:*
- a) If Goal 1 is to successfully complete a graduate level class you should provide the registration form, syllabus, notes from class, a copy of all assessments, and ultimately a transcript **in TAB 2 of the portfolio.** If Goal 2 is to implement what you have learned to improve teaching/learning in your classroom, provide all evidence that this was done in **TAB 3 of the portfolio** – examples: lesson plans highlighting what is new, an explanation of specific instructional strategies, pictures from the classroom with accompanying explanations, testing results, etc.
 - b) If Goal 1 is to become more knowledgeable about autism and Goal 2 is to provide the best environment and instructional strategies for an autistic student, **TAB 2 of the portfolio** should contain materials such as a bibliography of materials read, notes from your reading, conference registration/notes/certificate, notes from conversations with those knowledgeable about autism. **In TAB 3 of the portfolio,** for Goal 2 show documentation on how you used what you learned to benefit the student. Examples: methods of teaching social skills, non-verbal cues, modified assessments, varying means of presentation, etc.
- Step 9: Scheduling of December/January meetings. As soon as you have your portfolio complete with all Goal 1 documentation and an up to date “*Log/Tally of Hours*”:
- a) Schedule a meeting with your Mentor who will review Goal 1 documentation and “*Log/Tally of Hours.*” The Mentor should offer both commendations and recommendations to you and sign off on the “*Mid-year Review Checklist.*”

- b) Schedule a meeting with the Facilitator and your Mentor to do a final review of Goal 1 documentation and discuss your implementation of Goal 2. This meeting must be scheduled by January 6, 2025, and must take place by January 22, 2025. (If there are two or three Year 4 Mentees at one school, it is preferred that the meetings take place on the same day.)

All documentation/evidence/artifacts for Goal 1 should be well-organized and in TAB 2 of the portfolio. A copy of the signed "Mid-year Review Checklist" should be placed in TAB 5 of the portfolio.

- Step 10: Implementation of Goal 2 of your Professional Growth Plan
 - a) Ensure that everything that you wrote under Actions/Initiatives is well documented.
 - b) Implementation should be completed by March 14, 2025.

All documentation/evidence/artifacts should be well-organized and placed in TAB 3 of the portfolio.

- Step 11: Meeting with Mentor
 - a) Meet with your Mentor by no later than **March 19, 2025**, to review all Goal 2 documentation and to discuss your preliminary thoughts for your final written reflection on the current plan and your ideas for a five-year future growth plan.

Late March and April 2025

- Step 12: Completion of End-of-Year documents
 - a) Write the final reflection (see page 1 of this document) of the current year's professional growth plan. There is no required length; typically, one to two typed pages is sufficient.

This document should be placed in TAB 4 in the portfolio.

- Step 13: Finalization of your Portfolio
 - a) Complete the future "*Professional Development Plan*".
 - b) Ensure that your "*Log/Tally of Hours*" is complete.
 - c) Complete the "*Verification of Services Form for Mentees*".
 - d) Use the "*End-of-Year Portfolio Checklist*" as a final check for portfolio completion.

These documents should be placed in TAB 5 of the portfolio.

- Step 14 Meeting with Mentor
 - a) Have your Mentor review your portfolio
 - b) If your Mentor believes all is complete, he/she should sign off on both the "*End-of-Year Portfolio Checklist*" and "*Verification of Services Form for Mentees*". (If not approved, make necessary adjustments and repeat Step 14.)

- Step 15: Submission of Portfolio/Wrap-up Meeting
 - a) Submit your portfolio to the Facilitator by **April 7, 2025**
 - b) Schedule a time prior to **May 23, 2025**, to meet with the Facilitator. Please know that it is your responsibility to get your portfolio to the Facilitator and to schedule the meeting.

PLEASE NOTE

- Legally, last names of students may never be used in your portfolio.
- Materials in a professional portfolio are to be typed.