



CATHOLIC SCHOOLS OFFICE PROFESSIONAL MENTORING PROGRAM
for those who have no active educator license/certification or hold a MD Professional Eligibility Certificate and have less than two years of full-time teaching experience

Program Goal

- 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.

Who is required to complete the Professional Mentoring Program?

- A three-year program will be required for:
 - All teachers (full- or more than half-time) who have less than two years of full-time teaching experience and no active educator licensure/certification.
 - All teachers who hold a Professional Eligibility Certificate (PEC) in MD but have less than two years of full-time classroom teaching.

Program Overview

Year 1

- Orientation to the Diocese of Wilmington and Specific School
- Professional Learning Sessions on:
 - Classroom Environment/Management
 - Planning and Preparation
 - Instruction
 - Renaissance Data Analysis and Use

Requirements:

- Participate in New Teacher Orientation at both the diocesan and school level.
- Participate in required Initial Faith Formation Retreat and mid-year Initial Faith Formation session.
- Participate in six 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).
- Submit a portfolio.
- Meet with the Superintendent for a portfolio review and wrap-up meeting.

Year 2

- Collaborative Professional Learning Sessions on:
 - Clear and Understandable Learning Targets
 - Varied Instructional Strategies
 - Diversified Assessment Methods

Requirements:

- Participate in six after-school meetings as scheduled by the Catholic Schools Office.
- 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 and/or the 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.

Year 3

Requirements:

- Participate in a meeting at the start of the year, mid-year, and end-of-year with the Associate Superintendent.
- Focus on one area of growth that will enhance understanding and abilities in the teacher's job and lead to more effective instruction.
- Participate in and document a minimum of 10 hours of professional learning experiences to deepen knowledge in a specified area of growth (certificates, documentation) and 10 hours of planning for implementation of what was learned.
- Engage in periodic check-ins with a school-appointed mentor.
- Write a detailed reflection at the conclusion of the year.
- Submit all required forms in a timely manner.
- Meet with Associate Superintendent for a wrap-up meeting.

School-appointed mentors

- Need to be selected by the first week of September.
- Must have a minimum of four years of successful teaching experience.
- Need not be certified by the state thus theology/religion teachers may serve as mentors as may successful teachers who are not fully credentialed.
- 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.