

JPS Mentor Handbook



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Vision and Mission



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Vision: The vision of Jenison Public Schools' mentor program is to create an environment that is supportive of new teachers and fosters professional growth.

Mission:

- To inspire new staff to achieve and excel in their career.
- To connect and build a relationship between mentor and mentee to help the mentee acclimate to the JPS culture and educational programming.
- To support teachers new to Jenison Public Schools by providing opportunities for professional dialogue that is both non evaluative and confidential.
- Through this process the mentor will assist the mentee to positively impact teacher and student success through analyzing and reflecting upon the best practices in teaching.

Roles and Expectations

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1. Criteria to be a JPS Mentor
2. District Provided Supports to Mentor
3. Expectations of Mentors and Mentees
4. Maintain the Jenison Culture



Roles and Expectations

1. Criteria to be a JPS Mentor

- Tenure
- Effective evaluations
- Desire to help new teachers
- Experience in the content area or (close to) the grade level
- For special education professionals a mentor who is also in the special education field is preferred
- Opportunities for shared mentor responsibility if it works best for the mentee's situation
- An effective, clear, communicator who has a commitment to their own professional growth and learning

2. District Provided Supports to Mentor

- Provide Mentor Handbook
- Share contract pay for mentoring
- Provide clear expectations and guidelines for time commitment
- Explain the SCECHS that are available and how to register for them

Possible Additional Mentor Supports

- Invite but not mandate mentors to join beginning of the year new teacher meeting
- Availability of SCECHS for meeting time
- Professional Development to help support the instructional coaching
- Opportunity for optional sub coverage when or if necessary

Multi-year Effort to Support all New JPS Instructors

- Mentor supports mentee during year 1
- Administrator supports during years 2 and 3
- During year two, departments, grade level teams, and personal learning networks offer additional support
- In certain circumstances, administration may request additional mentor time

3. Expectations of Mentors and Mentees

- All JPS staff members share ownership in the Jenison community and should represent themselves with pride and respect
- Professionalism and pride for JPS are demonstrated in all forms of communication: face to face, in writing, and in your online presence
- JPS staff are expected and encouraged to engage in professional dialogue and on-going professional growth
- Staff members are expected to make decisions in the best interest of students
- Jenison staff members are expected to have a positive attitude and a strong work ethic
- Jenison staff members are encouraged to share successes and struggles with administrators in a timely manner
- Jenison hires the best and you are expected to be the best

4. Maintain the Jenison Culture

- Staff treats each other like a family and home families are valued
- High standards/expectations for student behavior, growth, and success
- High standards for yourself, your own learning, growth, and success
- Relationships built on school pride, a culture of respect, and intentional character development
- Community and school beliefs are aligned. We participate in a reciprocal relationship with multiple community groups and stakeholders
- We believe in educating the whole child as a team and making decisions based on what is best for kids and families
- All students, school personnel, and community members are accepted and embraced in Jenison Public Schools
- We take pride in a tradition of excellence