

Mentoring and Induction Toolkit

# Roles and Responsibilities of an Effective Mentor

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Handout 2



## Handout 2: Roles and Responsibilities of an Effective Mentor

### Roles of an Effective Mentor

- Facilitate a strong start to the year.
- Provide coaching and feedback.
- Provide instructional and professional support.
- Provide personal support.
- Maintain a confidential relationship with the beginning teacher.
- Serve as a liaison and resource.
- Serve as a teacher leader.
- Identify avenues for ongoing learning and growth.
- Promote reform-minded and equitable teaching and learning environments.
- Other roles as required by the district or school.

## **Responsibilities of an Effective Mentor**

- Provide job-embedded coaching support to a group of first- and second-year teachers.
- Observe the classroom instruction of beginning teachers on a weekly basis.
- Provide intensive and specific instructional feedback to beginning teachers to improve their teaching practice.
- Facilitate standards-based and data-driven instructional conversations with beginning teachers.
- Use a variety of data methods to guide beginning teachers in reflecting on their practice and monitoring progress.
- Lead professional development on topics targeted to the needs of beginning teachers.
- Differentiate coaching supports and activities to meet the needs of beginning teachers (e.g., co-planning, co-teaching, lesson study, etc.)
- Participate in training and professional learning throughout the school year.
- Engage in required goal setting, professional planning, or self-assessment.
- Collaborate with colleagues including other mentors, teachers, and administrators to support beginning teachers.
- Communicate beginning teacher progress with principals and other leaders.
- Maintain confidentiality guidelines.
- Other responsibilities as required by the district or school.

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