Mentor-Administrator Conversation Guide

Why do I need to talk to my administrator about the teacher I’m mentoring?

● To support ongoing communication
● To advocate for working conditions that promote success
● To identify other support available to my new teacher
● To increase student learning

So, what do I need to do?

Request a regular meeting time with the administrator once a quarter, or about 4 times in the school year to talk specifically about mentoring. Most administrators are busy, but what you’re doing is important. Good communication is essential for success, everyone’s success. Pick a time that’s convenient; be prepared, be brief, be comfortable.

What do we talk about?

If it’s your first meeting, explain the kinds of support that you provide for the beginning teachers (ex. classroom management strategies, lesson planning). Ask the administrator if there are goals or expectations he/she would want you to focus on during the school year.

Explain to the administrator that you provide non-evaluative support, and that it is important in the relationship you’re building with the new teacher that they can freely discuss anything with their mentor without fear or reprisal.

In subsequent meetings you may share:

● Topics you have been working on with the beginning teacher(s)
● Information on the focus of the beginning teacher’s professional development
● Information on licensing, “highly qualified” status
● EES support and/or Individual Learning Plan Goal
● Information the beginning teacher would like you to highlight for them with the principal/VP

You can also use this opportunity to inform the administrator of program information, such as, upcoming training, an interesting journal article, or research that supports what you are doing.

You can expect to hear the administrator discuss:

● Professional development priorities he/she would like you to focus on,
● School procedures he/she would like you to work on with the beginning teacher(s)
● Concerns that he/she may have regarding the beginning teacher(s). Request that the administrator inform the beginning teacher of his/her concerns as soon as possible.

When I’m not sure what to do, or I have questions, who do I call?

Contact:

Sources: New Teacher Center Eighth National Symposium 2006; The Learning Principal, NSDC, April 2008; Take the Lead: New roles for teachers and school-based coaches by Joellen Killion and Cindy Harrison NSDC 2006