



Mentor Teacher Training Applicant Guide

(Revised 07/2023)

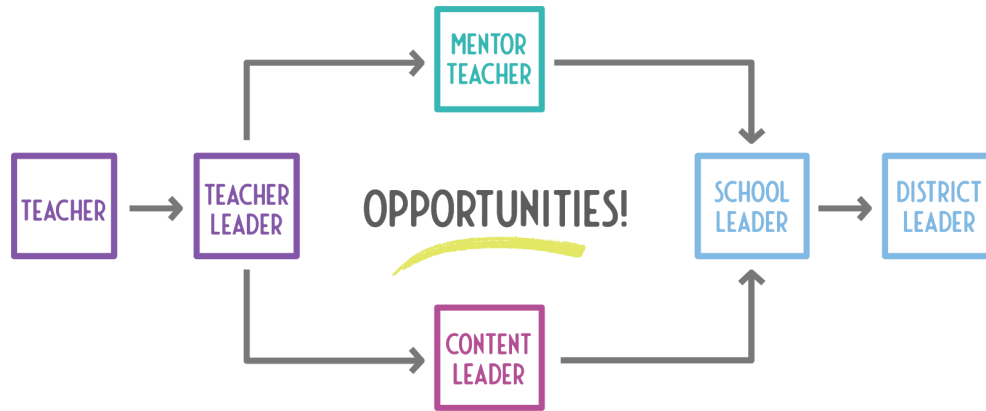
Table of Contents

Background and Purpose	2
Application and Timeline	3
Application Directions	4
Policy Requirements	4
Criteria and Evaluation	4
Questions and Additional Information	5
Appendix: Mentor Teacher Training Application	6

Background and Purpose

Louisiana Mentor Teachers

Mentor Teachers are local educators who have the knowledge and skills to effectively coach and support new and resident teachers in their district. The Mentor Teacher role is also an important step in the leadership pipeline for talented local educators.




What is a Mentor Teacher?


A Mentor Teacher is a classroom teacher who supports:


- Aspiring teachers participating in yearlong residencies
- New teachers
- More experienced teachers who are in need of support


Mentors may co-teach with year long undergraduate or post-baccalaureate residents or may support teachers without co-teaching.

What will mentors be able to do by the end of training?

- 

Build strong relationships with their resident and new and developing teachers
- 

Identify and address the needs of residents and new and developing teachers based on teacher preparation [competencies](#)
- 

Deliver resources and coaching for resident and new and developing teachers to help them improve
- 

Track resident/new/developing teacher progress and facilitate resident/new/developing teacher self-reflection and improvement

In July 2018, all teacher preparation programs in Louisiana began including a yearlong classroom residency alongside an experienced mentor teacher. In addition, all preparation programs include a competency-based curriculum that will provide teacher candidates with the knowledge and skills needed in order to be prepared for their first day of teaching.

In October 2018, [BESE approved regulations to establish mentor teacher credentials](#) in the form of ancillary certificates and to provide for mentor teacher training, experience, and credentialing to contribute to school leader licensure.

Mentor Teacher Certificate

As a part of the policy shifts, **the Mentor Teacher certificate will be required for teachers who mentor undergraduate or post-baccalaureate residents beginning in September 2020**, eventually replacing the previously required Supervisor of Student Teaching credential.

To earn the mentor teacher certificate, candidates must:

- complete a state-approved training program, and
- complete the Louisiana Mentor Teacher Assessment Series, specially designed [licensure assessments](#) unique to this role.

To ensure a robust pool of effective mentors, Louisiana offered statewide Mentor Teacher training from 2017 to 2020. Beginning in Fall 2019, Mentor Teacher training proposals are accepted by the LDE and considered at least twice per year by BESE.

Application and Timeline

The Department is seeking applications from university and non-university providers to offer a state approved Mentor Teacher training beginning in 2020. This training will satisfy one of the requirements for the Mentor Teacher [ancillary certificate](#).

BESE considers applications for new Mentor Teacher training programs twice per year, in April and October. Applicants must first complete an application for LDE review. Those applications that meet policy requirements will be recommended to BESE for approval. Following approval, providers may begin implementing their approved Mentor Teacher training with a cohort of participants.

The timelines for submitting an application are below:

Cycle	Application Window Opens	Notice of Intent Due	Full Application Due	Round 1 Evaluation Period Begins	Notification of Pending Decisions	Round 2 Evaluation and Notification (as needed)	BESE Consideration
Spring	September 1	October 1	December 10	December 11	February 15	TBD	April TBD
Fall	May 1	June 1	July 10	July 11	August 26	TBD	October TBD

Application Directions

Every applicant must submit all required application components in the application portal, which can be accessed at <https://louisianabelieves.smapply.io/>. Materials submitted in WiseHive will be the initial draft of materials submitted to BESE for program approval.

A copy of the Mentor Teacher application can be found in the Appendix.

Policy Requirements

As outlined in Bulletin 996, providers seeking approval to offer a Mentor Teacher training program must submit:

1. a proposal from the director of the institution or organization that outlines the training design, coursework, and a system for evaluating the quality of training content, delivery, and operations, including analysis of the performance of participants;
2. evidence to show that the governing authority of the institution or organization endorses and financially supports mentor teacher training;
3. a full budget report for the implementation of training, including internal and external sources of funding:
 - a. university-based BESE-approved teacher preparation providers are exempt from this requirement;
4. evidence that the training program, if offered as a university course, will be offered for graduate credit; and
5. any additional information required by the state superintendent of education.

Criteria and Evaluation

To ensure alignment with policy requirements, LDE will evaluate the following training characteristics as part of the application review process:

- a) **program design and implementation**, including
 - the alignment of the proposed training to the purpose and goals of the Mentor Teacher program;
 - an explanation of how the proposed training prepares participants to successfully serve in the role of a Mentor Teacher;
 - a plan to integrate the [Mentor Teacher Assessment Series](#) and its completion into the proposed training;
- b) **program alignment to LDE priorities**, including

- a statement of intent to make the Louisiana Mentor Teacher Assessment Series [licensure assessments](#) available to participants;
 - an outline of proposed support for participants to complete requirements for ancillary Mentor Teacher certification;
- c) **program sustainability and expansion plan**, including
- a concrete plan to sustain the program operationally and financially;
 - a plan and timeline to expand the program.

Questions and Additional Information

Contact BelieveAndPrepare@la.gov with questions or for additional information.

Appendix : Mentor Teacher Training Application

The **Mentor Teacher Training Application** must be submitted via the online application portal. The application is available at <https://louisianabelieves.smapply.io/>.

Section I - Applicant Information

Name(s) of Submitting Provider:	
Address of Provider (Dept/Unit, Street Address/P.O. Box Number, City, State, Zip Code):	
<i>The signatories certify that the provider and the proposed project are in compliance with all applicable Federal and State laws and regulations.</i>	
PRINCIPAL APPLICANT	Name:
	Name of Provider:
	Title:
	Telephone:
	E-mail Address:
	SIGNATURE:
Staff members who will be responsible for this project. (include resumes or CVs)	

Section II - Narrative

Guiding questions are provided below for you to consider while completing the application. During the evaluation period, LDE will provide specific feedback related to these questions.

I. Description of Training	
Please upload the following documents to provide a description of the training you will provide to mentor teachers.	
1. Course syllabus that details the following 7 areas:	
(1) Training format and schedule	<ul style="list-style-type: none"> ● How will you execute Mentor Teacher training, including the training delivery schedule and training format (in person, virtual, hybrid)? ● How many people will be a part of each training and/or cohort? ● If you plan to offer more than one cohort type (see “Cohort Types” below), how will you differentiate the trainings? Where will they overlap (if at all)?
(2) Course instructors	<ul style="list-style-type: none"> ● Who will be responsible for administering the training? ● Who will facilitate the training? How will you recruit and select your facilitators?
(3) Cohort types	<ul style="list-style-type: none"> ● Which specific Mentor Teacher cohort types will be offered (ex. secondary math, elementary, etc.)?
(4) Objectives	<ul style="list-style-type: none"> ● What are the specific learning objectives for each session of each training?
(5) Assessments	<ul style="list-style-type: none"> ● How will you integrate the Mentor Teacher Assessment Series into your training? ● On what timeline will you expect assessments to be completed and submitted? ● How will you support your Mentor Teachers to complete the assessments by the end of the training year? <ul style="list-style-type: none"> ○ What will be your process for monitoring completion and quality? ○ How will you encourage school & school system leaders to provide mentoring opportunities? ○ Will you include opportunities for

	feedback before submission to BloomBoard?
(6) Scope and sequence	<ul style="list-style-type: none"> ● Will you use LDE’s open-source Mentor Teacher training materials? <ul style="list-style-type: none"> ○ If you intend to use LDE’s materials, please provide a scope and sequence that outlines the plan for each module, as well as objectives and modifications. ○ If you are not utilizing these materials, please provide a full draft scope and sequence for the training, including session topics and objectives, as well as all materials for one module. ● In which modules will you introduce each assessment? How will you integrate assessment completion into your scope and sequence?
(7) Activities/assignments	<ul style="list-style-type: none"> ● Provide examples of training activities and assignments aligned to your objectives and the Mentor Teacher Assessment Series.
2. Recruitment Plan	
(1) Include a detailed plan that explains how you will identify and recruit training participants.	<ul style="list-style-type: none"> ● What is your plan to recruit teachers for enrollment in the training? Include evidence of district partnerships, if applicable. ● What is the estimated cost of training per participant? ● If the training is offered as a university course, please confirm that the training program will be offered for graduate credit.
3. Training Instructor/Facilitator Training and Support Plan	
(1) Include a detailed plan that explains how you will identify, train, monitor and support facilitators.	<ul style="list-style-type: none"> ● How will you train, support, and monitor training facilitators? ● What criteria will you use to identify and hire new training facilitators in the future? ● If no one from your organization has completed the certification process, how will you ensure ongoing alignment between the training and the Department’s Mentor Teacher program?
II. Assessment Plan	

Please upload an assessment plan that includes details on the following:	
(1) Connections between training and assessment series	<ul style="list-style-type: none"> ● How will your training successfully prepare participants to pass the Mentor Teacher Assessment Series? <ul style="list-style-type: none"> ○ How will you help participants break down each assessment and plan for completion? ○ How will you align your instruction to the assessments and their requirements? ● Explain and attach any additional criteria or rubrics you will use to assess training participants. ● What are the attendance and assignment expectations to successfully complete the training?
(2) Additional assessments for the training/course	
(3) Course expectations around attendance	
(4) Requirements for successful completion of the course	
III. Program Evaluation	
Please upload an evaluation plan that includes an evaluation process for:	
(1) Partnerships with external partners	<ul style="list-style-type: none"> ● What is your plan to evaluate your training implementation at different stages of the training cycle, as well as the elements listed to the left? <ul style="list-style-type: none"> ○ What data will you collect to evaluate the training? ○ How will you analyze and develop changes in response to collected data?
(2) Participant identification and enrollment	
(3) Training delivery	
(4) Participant completion of distinction assessment	
Financial Support (University-based BESE-approved teacher preparation providers are exempt from this requirement)	
<p>(1) Please upload a file providing evidence that the governing authority of the institution or organization endorses and financially supports content leader training</p> <p>(2) Please upload a full budget report for the implementation of training, including internal and external sources of funding.</p>	

ASSURANCES

The signatures on this page certify that the information provided in this application have been approved for submission to the Louisiana Department of Education by the Institution/Organization Head (or designee) and, if applicable, College of Education Dean (or designee).

Institution/Organization Head or Designee

Date

College of Education Dean/Program Director or Designee

Date