



CADDO MENTOR SUPPORT TEAM CONTRACT 2021-2022

As a Caddo Mentor:

I understand that to remain a Caddo Mentor, I must meet the following mandatory requirements:

- Support and/or coordinate support for the assigned Mentee throughout the school year ●
Document weekly the minimum 5 hours of support
- All deadlines and due dates are non-negotiable.
- Work collaboratively with assigned Mentee and other faculty to best support the Mentee as they grow and learn Best Practices
- Communicate and document any issues immediately to Teach Caddo so that assistance can be provided ●
- Be an employee in good standing with Caddo Parish Public Schools working students

As a Caddo Mentee:

I understand in the program, I must meet the following mandatory requirements:

- Work collaboratively with assigned Mentor and other faculty as they support me while I grow and learn Best Practices
- Communicate and document any issues immediately to Teach Caddo so that assistance can be provided ●
- Be an employee in good standing with Caddo Parish Public Schools working students

As a Caddo Principal:

I understand that I must meet the following mandatory requirements:

- Provide time for Mentor and Mentee to collaborate regularly
- Support Mentor and Mentee, as well as any other team members working with Mentee
- Communicate any issues immediately to Teach Caddo, so that assistance can be provided

Successful completion of the Caddo Mentor Support will be determined in the following manner:

- For Mentor
 - Support and work with Mentee throughout the school year
 - Document weekly support given by all team members
 - Meet all deadlines as established for submission of documentation and attestation

Mentor: Stipends will be awarded at the end of each semester for those who meet all established expectations

- For Mentee
 - Receive support throughout the school year by the Mentor and school support team members
 - Successfully complete of first year of teaching on a Practitioner's License
 - Ensure that weekly documentation is being logged by Mentor
 - Meet all deadlines as established for submission of documentation and attestation

Mentee: Attestation will be completed by Human Resources department

- For Principal
 - Mentor and Mentee will have appropriate amount of time to collaborate and support throughout the school year
 - Mentee will successfully complete first year of teaching on a Practitioner's License

If Caddo Mentor Support Team does not meet expectations, the following steps will be taken:

- Mentor will not receive stipend
- Mentee will not receive attestation required for renewal of PL or awarded Level 1 license
- Principal will complete a plan of support for year two and assure implementation



CADDO MENTOR SUPPORT TEAM CONTRACT 2021-2022 continued

I agree to abide by the policies, procedures, rules and regulations of Caddo Parish as an employee of the district for teaching, learning, and professional growth set forth in Board Policy and Procedures. I also agree to abide by policies, procedures, rules and regulations of the Caddo Mentor Support Team for teaching, learning, and professional growth. If at any time there becomes an issue I will contact Caddo Point of Contact (POC) to help resolve the issue.

I understand that the Caddo Mentor Support Team is funded through a partnership with Caddo Parish Public Schools and Louisiana Department of Education and stipends

I understand the expectations and commitment required. I further understand that failure to comply with the requirements of the Caddo Mentor Support Team may result in immediate release from the program.

I understand that with Mentee's successful completion of the first year of teaching on a PL with required support provided from the assigned Mentor and Mentor Support Team, as well as appropriate documentation, the attestation will be completed by Human Resources to apply for renewal or Level 1 license.

School

Print Name Mentor Signature Date _____ Mentor

Print Name Mentee Signature Date _____ Mentee

Principal Print Name Principal Signature Date

POC Print Name Caddo POC Signature Date _____ Caddo