



## RUMSON BOROUGH SCHOOL DISTRICT MENTORING PLAN 2024-2025

### Vision

The purpose of the Rumson School District Mentoring Plan is to facilitate the professional and personal growth of beginning teachers in the district to the highest levels possible during the initial year. By supporting the needs of novice teachers through a collaborative effort, the district aims to assist first year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment. Further, the district will enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards (NJSLs) to facilitate student growth and achievement. With a focus on improving the effectiveness of new teachers and supporting them by building resilience, the district's comprehensive implementation of the mentoring plan promotes teacher efficacy and reduces novice teacher attrition. Lastly, the teacher mentoring plan addresses the orientation of experienced teachers new to the Rumson School District with comprehensive and ongoing support is addressed through individual supports specified in the professional development plan.

### Goals

- To enhance teacher knowledge of and best-practice strategies related to the NJSLs in order to promote student achievement;
- To enhance teacher knowledge of and strategies related to best practices in social and emotional learning to promote student's mental wellbeing and to promote a positive school climate;
- To support new teachers in their professional growth as measured by the Danielson framework for effective teaching & AchieveNJ requirements;
- To acclimate novice/new teachers to District Policy & Regulation and school/community culture;
- To identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching;
- To connect master teachers to novice/new teachers to observe, coach, and peer mentor;
- To assist novice teachers in the performance of their duties and professional responsibilities;
- To improve teaching performance with respect to the adult learning process;
- To provide novice teachers with opportunities to ask questions, reflect on practices and self-assess and set goals;
- To support teachers new to the district in developing resilience in order to retain promising novice/new teachers.

Mentee \_\_\_\_\_ Date \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

<p><b>District Implementation &amp; Accountability</b></p>	<p>This plan was updated for, presented to, and approved by the Rumson Board of Education on July 24, 2024.</p> <p>This plan was reviewed with the School Improvement Panel (ScIP) March 4, 2024.</p>
<p><b>Mentoring Supports for Non-Tenured, First Year Teachers</b></p> <ul style="list-style-type: none"> <li>● New to the profession (holding CE or CEAS)</li> <li>● New to the district (holding Standard Certificate)</li> </ul>	<p>As per the Collective Bargaining Agreement between the Rumson Education Association and Rumson Borough Board of Education (Article XIII-N) new teachers require attendance for four days of orientation prior to the start of the school year. These days are used for the Orientation and Mentoring of new personnel.</p> <p>Each new teacher to the district will be assigned a teacher buddy/mentor. The buddy/mentor will attend orientation days as assigned at the negotiated REA contract rate.</p> <p><b>See Appendix B for orientation topics.</b></p> <p>In addition, follow up sessions are scheduled throughout the school year for administration and buddy/mentors to support new teachers to the district.</p> <p><b>See Appendix C for schedule.</b></p>
<p><b>Mentoring Supports for Non-Tenured, First Year Teachers</b></p> <ul style="list-style-type: none"> <li>● New to the profession (holding CE or CEAS)</li> </ul>	<p><u>1:1 Mentoring Plan</u></p> <ul style="list-style-type: none"> <li>● 30 weeks of 1:1 mentoring on a weekly basis from beginning of assignment; focused on mentee’s assignment responsibilities &amp; needs</li> <li>● CEAS: Twice per week meeting between mentor/mentee for first 4 weeks of assignment</li> <li>● CE: Twice per week meeting between mentor/mentee for first 8 weeks</li> <li>● Rumson Borough School District Teacher Mentoring Log to be completed each month and turned in to the designated administrator (<b>See Appendix A</b>)</li> <li>● Mentor leads mentee in guided self-assessment on district’s evaluation instrument</li> </ul>
<p><b>Mentor Selection, Training, &amp; Payment</b></p>	<p><u>Mentor Requirements</u></p> <ul style="list-style-type: none"> <li>● Mentor must hold a Standard Teaching Certification</li> <li>● Mentor must have earned a summative rating of Effective or Highly Effective on most recent summative evaluation</li> <li>● In cases where summative evaluation is delayed due to mSGP score, mentor has earned a rating of Effective or Highly Effective on teacher practice instrument</li> </ul>

- Mentor must have taught at least three years with at least 2 of those years completed within the previous 5 years
- Mentor must hold an understanding of resources and opportunities available within the district and is able to act as a referral source
- Mentor must hold an understanding of the social and workplace norms of the district and community
- Mentors must agree to maintain a level of confidentiality to the mentee and CSA as per regulations held in NJAC 6A:9-8.

Application Process

- Notice of vacancy & eligibility requirements is distributed to all tenured staff with similar job responsibilities
- Mentor email of interest is sent to Superintendent of Schools
- Principal in conjunction with the Superintendent screens and selects mentors, looking to match subject/grade level where possible

Mentor Training

- District Level Training Program offered annually to all eligible/interested teachers that includes the following:
  - Rules & responsibilities of mentors
  - Teacher Evaluation Rubric and Practice Instrument
  - NJSLs
  - Teacher Leadership
  - Facilitating adult learning
  - Leading reflective conversations about practice

Mentor Payment Procedures

- Mentor will complete Rumson School District Teacher Mentoring Log each month and turn in to CSA  
**(See Appendix A)**
- Mentees must not pay mentors directly but will make payment through School Business Office
  - CE \$1000
  - CEAS \$550

Incomplete Mentoring

- If a transfer to another district occurs prior to 30 weeks is completed:
  - Transfer Form will be sent to new district with remaining weeks
  - Transfer Form will be sent to new district with balance of payment due

	<ul style="list-style-type: none"><li>● If transfer from another district occurs prior to 30 weeks is completed:<ul style="list-style-type: none"><li>○ The district will obtain Mentor Transfer Form from the district</li><li>○ Prorate mentor weeks as appropriate</li><li>○ Prorate mentor payment as appropriate</li></ul></li></ul> <p><a href="#"><u>Mentoring Transfer Template (Aug 2020)</u></a></p>
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## **APPENDIX B**

### **New Staff Orientation**

**[Click to Review Summer 2024 New Staff Orientation](#)**

## **APPENDIX C**

**[Buddy/Mentee Calendar of Events 2024-2025](#)**

**(see “School Year New Staff Meetings” column)**