

**District/Charter Principal Mentoring Program Assurances
Application for PED Approval**

All forms to support this plan can be downloaded from the following website: www.TeachNM.org

District/Charter Name: _____

District/Charter Program Coordinator Name: _____

Position Title: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Program Information (sub-bullets are for guidance)

- 1. Our District/Charter Principal Mentoring Plan aligns with our EPSS goals and Objectives (plan is attached).**
- 2. Our District/Charter Principal Mentoring Plan specifically addresses each of the five domains of the NM HOUSSE-P Competencies and Indicators.**
 - How this will be done is included in attached plan comments: _____
- 3. The support of an individual mentor is mandatory for all Provisional 3B licensed principals. Select the process by which you document compliance with this rule:**
 - PED “Partnership Information Form” and “Mentoring Logs”
 - District/Charter-created form (attach)
- 4. A structured process for the selection of mentors is used. Process identifies mentors based on their ability to provide support NM HOUSSE-P Competencies and Indicators.**
 - Mentors are chosen by district superintendent or head of charter school
 - Mentors are chosen by a committee
 - Mentors are aware of need to focus on all competency areas
- 5. Mentor engages in and models NM HOUSSE-P Competencies with proficiency:**
 - Provisional 3B licensed principal observes mentor modeling competencies
 - Regular meeting time is scheduled for reflective dialog
 - Mentor and Provisional 3B licensed principal observe other principals
 - Request Principal Mentor Network (PMN) support:

6. **Individual Mentor/Mentee conference regularly to address NM HOUSSE-P Competencies and significant issues that act as barriers to school improvement, with a focus on developing skills as an instructional leader. Research suggests weekly meetings are most effective.**
7. **Mentors will provide ongoing formative feedback to the mentee.**
8. **Mentors must receive training in the following areas: The development and needs of new Principals; the development of mentoring relationships; cognitive coaching; best practices in school leadership. In your plan, indicate the *mentor* training to be used by your district/charter. If you do not have a well formed plan for mentor training, how will you assure that mentors are trained?**
 - Access to national Principal mentor training
 - Request Principal Mentor Network support:

Comments: _____

9. **Mentors are to be compensated when possible. We provide the following form(s) of compensation. Some suggestions are:**
 - Stipend
 - Professional development
 - District/Charter recognition of service
 - Other _____
10. **The plan includes a method for disputes or grievances between a mentor and mentee to be addressed. Some examples might be**
 - Using the “Compatibility Survey” (included as supporting document) and follow up action as needed
 - Facilitation with a district/charter or university representative, or mediator
 - Request Principal Mentor Network support to develop this portion of the plan
11. **District/Charter is required to provide year-long mentoring for all 3B Provisional Licensed principals for each year of the provisional license up to 4 years.– Indicate your funding source for year 1.**
 - State
 - Federal
 - Grant _____
12. **If funding source will be different after first year, indicate your funding sources for mentoring provisionally licensed 3B principals in years 2,3,4, if applicable.**

13. **How does your district/charter document that a full year of mentoring has been completed for each Provisional 3B-licensed principal?**
 - District/charter-created document for personnel file (attach)
 - Development in process
 - Request Principal Mentor Network support:

Comments: _____

14. Stakeholder support of your mentoring plan is recommended. Indicate which of the following entities contributed input into your program (check all that apply):

- Board
- Superintendent/ Head of Charter School
- Other district/charter personnel
- Other _____

15. Indicate below your desire/willingness to share your plan with the Principal Mentor Network (PMN) in order to receive further support for your principal mentoring program.

- Please share our District/Charter Principal Mentoring Program Plan with the PMN.
- Please alert the PMN that we would like assistance
- We do not need PMN support at this time

Note: *All forms to support this plan can be downloaded from the following website:* www.TeachNM.org

District Superintendent/Charter School Administrator Signature

Date