

MENTOR PROGRAM FOR NEWLY HIRED PRINCIPALS

Mentoring, when done effectively, creates a partnership between two individuals- the Mentor and the Mentee. The goal of the Mentoring Program is to provide support for the Mentee and allow him/her to have an opportunity to meet with their Mentor to discuss, share and reflect successes and concerns, and pinpoint areas for improvement without fear of judgement or criticism. As a Mentor, we hope that you will experience enhanced leadership skills, renewed growth, and the satisfaction that you made a difference for a Newly Hired Principal with your advice, life-experience and ongoing support. As a Mentee, we hope that you will take advantage of the wisdom, the wealth of knowledge and experience available to you on this new endeavor you have begun.

The mentor principal will assist the new principal in the understanding and administration of:

1. Fulfilling the Mission of the Catholic School by serving as the spiritual, educational, and managerial leader of the school.
2. Offer opportunity for reflection on Instructional Management.
3. Support in the understanding of Personnel Management.
4. Support in the leadership toward School Improvement.
5. Support in the understanding of Fiscal, Administrative, and Facilities Functions of the school.
6. Support in the pastoral and administrative responsibility in Student Management.
7. Offer support in School and Community Relations.

The mentee principal:

1. Use active listening skills during discussions with Mentor. Take notes when appropriate. Ask questions. Be prepared for each scheduled sessions.
2. Practice humility. No one has all of the answers. Everyone makes mistakes.
3. Honor each other's time; be prepared to ask for guidance and advice.

Mentor Principal _____ Signature _____

Mentee Principal _____ Signature _____

AUGUST

- Familiarize yourself with the Principal-Pastor Resource Book
- Spend time praying for the needs of your school community
- Know your building well
- Contact your Mentor and schedule an initial meeting
- Meet with your Designated Pastor
- Attend any Diocesan Principal/ Pastor Orientation meetings
- NWEA- Training
- NWEA upload roster
- Refer to on-going monthly checklist in Principal Resource book
- Become familiar with Danielson Framework for Teaching
- Become familiar with DWC Teacher Growth Model
- Compile any questions or concerns for pastor
- Diocesan newsletter

Comments:

September

- Refer to Principal Manual for tasks and responsibilities for this month
- Spend time praying for the needs of your school community
- NWEA testing – Window 1
- Plan and execute monthly faculty meeting
- Create the yearly faculty meeting schedule
- Plan a faculty retreat or reflection days
- Create schedule for meeting the School Board- plan a social?
- Make time to know staff personally by name
- Introduce yourself to Parents and the larger community
- Know the content of the DWC Policy Book
- Meet with your designated pastor
- Meet with Mentor in some way
- Intentional Planning Session

Comments:

October

- Pray for the needs of your school community
- Share and Update your Mentor on what has been happening in school – need any advice
- Meet with your designated pastor, as scheduled
- Communication with school community: parents, school board, faculty, students
- Read the DWC monthly newsletter for important news
- Classroom walk through and observations
- Mentor session- What I feel good about/ What feels the most challenging
- Discuss with faculty ways to integrate Catholic Identity into the Thanksgiving and Christmas season
- Danielson Framework for Teaching – review with faculty
- Oversee Data analysis NWEA
- Establish Snow Day/Cyber days and emergency procedures
- Intentional Growth planning – October 21-22

Comments:

November

- Refer to Principal Manual for tasks and responsibilities
- Classroom observations
- Review with faculty Danielson Framework For Teaching
- Encourage Use of Danielson Modules on a consistent basis
- Prayer for the needs of your school community
- Mentor/Mentee time: What would you like to talk about: Success and Areas of improvement
- NWEA continued training and implementation for report review
- Catholic Schools Week plans begin
- Intentional Growth Planning training – Nov. 10-12
- Meet with designated pastor
- Start to think about upcoming registration for new school year
- Diocesan newsletter

Comments:

December

- Find ways to celebrate and show appreciation for your school community: students, staff, faculty, pastor, families
- Continue to pray for your school needs
- With mentee, share ideas on how to plan meaningful, Christ-Centered celebrations with school community
- Schedule classroom observations and walkthroughs
- Meet with designated pastor
- Refer to the Administrative Resource book for monthly concerns
- NWEA preparation for January assessment
- Plans for Catholic Schools Week
- Thank your School board in some fashion
- Intentional Growth Planning session- Dec. 15 - 17
- Diocesan newsletter

Comments:

January

- Discuss plans for the first part of the school year
- All set for Catholic Schools Week preparation
- NWEA Window 2 upload
- NWEA schedule testing times for students
- Examine, adjustments to classes, schedules
- Refer to the Administrative Resource book for tasks coming up
- Reflect on Catholic Identity of the school community with pastor
- Meet with designated pastor to review CSW plans
- Danielson monthly module: refresh and review the 5 Domains
- School Board issues
- Parent concerns that may be discussed with Mentor
- Celebrate Catholic Schools Week- January 24-29
- Begin discussion for Intent to Return for faculty and students

Comments:

February

- Meaningful reflection on how to prepare for Lent as a school community
- Mentor meeting: What I feel good about? What feels the most challenging? What would be the most helpful for you to take away from this meeting with mentor?
- NWEA ongoing data analysis
- Danielson Module discussions with faculty, especially newly hired teachers
- Observation of teacher and walkthroughs
- Budget development
- Invite superintendent to any Spring and end of school year activities
- Meet with designated pastor
- Celebrate Lenten season – set up committees to plan what will take place
- Open houses to prepare for next year
- Intentional Planning – Feb. 23-25

Comments:

March

- NWEA data analysis of student reports
- Diocesan monthly newsletter
- ACRE Assessment- schedule dates
- Ongoing Teacher Observation and walk through
- Plans to celebrate the Lenten season
- Discuss concerns with Mentor
- Set up a scheduled time to meet as mentor/mentee in April in possible
- Principal meetings
- Begin to plan for next year based on registration numbers

Comments:

April

- NWEA Upload Roster-
- NWEA Testing Window – April 18-30
- Refer to Principal – Pastor Resource Book for duties
- Continue planning for staffing needs and course offerings
- Continue Registration for next academic year
- Meet with School Board and Pastor for Projection numbers
- Meet Mentor/ Mentee- What would you like guidance on?
- Celebration of the Easter Holiday with school community
- Set-up final Mentor/Mentee session in May

Comments:

MAY

- Refer to Principal/Pastor Resource Book and consult Mentor for ideas and suggestions
- Review end of year events with Pastor
- Final session between Mentor and Mentee
- Wrap up Teacher Observations
- Wrap up staff evaluations
- NWEA assessment analysis
- Oversee all teacher responsibilities for end of year
- Teacher contracts
- Principal contract
- End of Year school events: sports banquets, honors assemblies
- Review monthly Diocesan newsletter
- Establish Summer Office Hours

Comments:

COMPLETION OF THE MENTOR PROGRAM
FOR NEWLY HIRED PRINCIPALS

We have completed the year long mentor process together. We have met on a regular basis and reviewed items on the checklists for each month and items included in the Administrator / Pastor Handbook. We have used this booklet as a guide and additional means of support. The Designated Pastor has acknowledged our participation in the Mentor/ Mentee program with his signature.

Mentor for Principal: _____ Signature _____

Newly Hired Principal: _____ Signature _____

Designated Pastor Signature _____

School _____

Date Submitted: _____

Please send a COPY of this BACK page ONLY to Cathy Palmer, cpalmer@dwc.org, The Department of Catholic Schools Office at the attention of Mary Ann Deschaine, Superintendent of Schools by June 30.