

## NEW TEACHER INDUCTION, MENTORING AND PROFESSIONAL DEVELOPMENT



File New Teacher Mentor and Annual Record of Professional Development in Employee Personnel Folders.

Section 380.1526 of The Revised School Code requires that all teachers who are in their first three years of employment as a classroom teacher must have a mentor assigned to them. (Note that if a teacher comes to your academy with three or more years of public school teaching elsewhere, they are not required to have a mentor. However, many schools assign a mentor for at least one year anyway – it's a good way to acclimate them to your school!)

During those 3 years the new teacher must be provided intensive professional development, by the Academy, which is designed to help them make the transition to teaching. Over the 3 years, new teachers must have at least 15 days of professional development. (You should note that Section 380.1527 of The Revised School Code requires that all teachers in Michigan must be provided, by the Academy, at least 5 days of professional development annually. New teachers are responsible for those five days as well as the days required by Section 1526 above.)

Mentors may be a current or retired master teacher or college professor.

To comply with these requirements, the following must be kept in each New Teacher's employee personnel folder, in the order listed

A copy of the "New Teacher Mentoring and Annual Record of Professional Development" form, signed by the Principal and Teacher.

The status of employee mentoring and new teacher induction professional development is included on the Employee Verification Report spreadsheet.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate.